

STARTING POINT SERVICES FOR CHILDREN, INC.
1575 McDonald Avenue Brooklyn, NY 11230
www.spsfc.net

Policy on Requests by Eligible Individuals for a Hearing to Amend Student Records

This policy statement has been drawn up to meet the requirements of the Family Educational Rights and Privacy Act (FERPA) (20 USC, 123g, as amended 12/31/74) and the Family Educational rights and Privacy regulations (34 CFR, Part 99, as amended 4/11/88).

Copies of this policy statement are available to parents, legal guardians and/or eligible students, upon request.

A parent, legal guardian, eligible student or their legal assign (hereafter referenced as "eligible individual") of a student of Starting Point Services for Children, Inc. has the right to request a hearing be held to determine whether or not any portion of a student's record will be amended. Starting Point Services for Children, Inc. affirms that it will abide by 34 CFR, 300.570 and Section 99.22 of the Family Education Rights and Privacy Act (FERPA) in all regards with respect to hearings requested by eligible individuals about any entry in an individual student's record. Specifically, Starting Point Services for Children, Inc. will:

1. Upon any instance where this agency refuses, at the request of an eligible individual, to amend a student's record, Starting Point Services for Children, Inc. will inform the eligible individual of that determination, in writing, and further inform them of the right to a hearing under 34 CFR 300.568 and FERPA, Section 99.22;
2. Upon request of an eligible individual, Starting Point Services for Children, Inc. will provide an opportunity for a hearing to challenge information in a student's educational record to insure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student;
3. Any such hearing will be conducted according to the procedures under 34 CFR and 99.22 FERPA and conform to all standards regarding: timeliness; notice; hearing officer; presentation of evidence; decision; basis for decision;
4. If, as a result of the hearing, Starting Point Services for Children, Inc. agrees that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall amend the information accordingly and so inform the eligible individual in writing, also providing them with a copy of the amended document(s);
5. If, as a result of the hearing, Starting Point Services for Children, Inc. decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, Starting Point Services for Children, Inc. will inform the eligible individual of the right to place in the records it maintains on the student a statement commenting on the disputed information and/or setting forth any reasons they may have for disagreeing with the decision of this agency;

6. Any such statements or explanations placed in the student's record by eligible individuals will:
- Be maintained by Starting Point Services for Children as a part of the record on that student as long as that entire record or any contested portion is maintained by this agency;
 - Be disclosed, abiding by all legal, regulatory and contractual obligations, along with the student record or contested portion of that record that is disclosed by Starting Point Services to Children, Inc. to any party.