



## Dear Families,

LION Charter School is dedicated to maintaining the privacy and security of our students' educational records and personal information. As part of our commitment, and in accordance with the Family Educational Rights and Privacy Act (FERPA) and New York State Education Law, we are notifying you of your rights and options regarding your child's education records.

### Your Rights Under FERPA

FERPA is a federal law that grants parents/guardians and eligible students (those over 18 or attending post-secondary education) specific rights regarding educational records. These rights include:

#### 1. The Right to Inspect and Review Records

You may request to inspect and review your child's education records. To do so, please submit a written request to the school, and we will arrange access within 45 days.

#### 2. The Right to Request Amendments to Records

If you believe information in your child's records is inaccurate, misleading, or infringes on privacy, you have the right to request an amendment. Please provide a written explanation of the record you wish to change and the reasons for the change. If LION Charter School does not make the requested amendment, you will be notified and informed of your right to a formal hearing.

#### 3. The Right to Consent to Disclosures of Information

Generally, written consent is required to release personally identifiable information (PII) from your child's education records. However, FERPA permits disclosures without consent under specific circumstances, including:

- **School Officials:** Employees with legitimate educational interests (such as teachers and administrators) or certain contractors, consultants, and volunteers performing school functions may access records as needed to fulfill their responsibilities.
- **Transfers to Other Schools:** When your child is enrolling in or transferring to another school.
- **Legal Compliance:** To comply with judicial orders, subpoenas, or health and safety emergencies.



#### 4. The Right to File a Complaint

If you believe LION Charter School has not complied with FERPA, you may file a complaint with the U.S. Department of Education at the address below:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

#### Directory Information

FERPA allows LION Charter School to designate certain information as "directory information." This information may be disclosed without prior written consent unless you advise us in writing within 14 days of receiving this notice. Directory information may be shared in school publications such as:

- Newsletters and yearbooks
- Graduation and award programs
- Sports and activity rosters
- Academic or honor roll listings
- Website and social media

Directory information may include a student's name, address, telephone number, photograph, date of birth, grade level, attendance dates, honors and awards, and school activities. If you do not want LION Charter School to disclose directory information, please notify the school's Director of Operations in writing within 14 days of receiving this notice.

#### Additional Rights Under New York State Education Law 2-d

In addition to FERPA, New York State Education Law 2-d provides further protection for your child's personally identifiable information (PII):

- **Prohibition on Selling PII:** Your child's PII cannot be sold or used for marketing.
- **Notification of Data Breaches:** If a breach or unauthorized release of your child's PII occurs, you will be notified as required by law.
- **Security Measures:** LION Charter School uses industry-standard security practices, including encryption, firewalls, and password protection, to safeguard your child's data.



### **Filing Complaints**

If you have concerns about data privacy or wish to report an unauthorized disclosure of PII, you can contact the New York State Education Department (NYSED) at:

New York State Education Department  
Chief Privacy Officer  
89 Washington Avenue, EB 152  
Albany, NY 12234  
Email: [Privacy@nysed.gov](mailto:Privacy@nysed.gov)

If you have any questions regarding FERPA or data privacy, please contact LION Charter School's Data Privacy Officer at [DataPrivacyOfficer@lioncharterschool.org](mailto:DataPrivacyOfficer@lioncharterschool.org).

We are committed to protecting your child's privacy rights and fostering a safe and supportive learning environment. Thank you for your partnership and trust.