

## List of Required Notifications

### *Required Notifications for Districts to Send to Parents/Guardians*

*Current as of September 1, 2009*

**Notice of Non-discrimination under Title VI, Title IX, Section 504, Age Discrimination Act and Title II of the Americans with Disabilities.** School districts should distribute to both families of students and employees the name and contact information of the district's compliance coordinator. This should be accompanied by a notice that the district does not discriminate on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation or disability in admissions, participation or employment. The district should also specify the grievance procedure to be followed if there has been a violation of the policy.

**Access to student records.** Under the Family Educational Rights and Privacy Act (FERPA), parents and students over 18 years of age must be notified of their rights to inspect and review their child's education records or to request the amendment of records believed to be inaccurate or misleading. They must also be advised that student records are private unless the parent or student older than 18 consents to disclosure of personally identifiable information. (FERPA authorizes disclosure of personal information without consent in limited circumstances, such as criminal investigations.)

**Student information (directory information).** Also under FERPA, districts must provide notice to parents of the types of student information that it releases publicly (e.g., name, address, telephone number, participation in school activities or sports) and offer them the chance to object in writing to the release of such information. This notice on student information (also known as directory information) may be combined with the FERPA notice on access to student records cited above.

**Student privacy (Protection of Pupil Rights Amendment).** Districts must notify parents of their student privacy policy. Among other things, the notice must offer parents the opportunity to opt their child out of participation in any survey that reveals information on certain types of personal behavior or political beliefs. Parents must also be notified of and given the opportunity to exclude their child from any activities in which personal information will be gathered from students and used for marketing purposes.

**Disclosure to the military.** Districts must notify parents of high school students of their right, and the right of their child, to request that the district not release the child's name, address and telephone number to military recruiters without prior written consent.

**Health Information Privacy.** Under the Health Insurance Portability and Accountability Act (HIPPA) some districts or schools may be a "covered entity." If a district or school (or person within that school, i.e. the school nurse) is included in the "covered entity" category, then the district must provide notice of its privacy practices with regard to protected health information.

**Attendance.** A plain-language summary of the district's attendance policy must be sent to parents at the beginning of the school year.

**Code of conduct.** A plain-language summary of the code of conduct must be sent to all parents. This summary along with a copy of the complete code must be made available upon request.

**Child nutritional programs.** If a district participates in and receives aid for free- or reduced-price lunch, breakfast or milk programs, then they are to distribute information regarding the qualifications and participation in such programs to parents/guardians at the beginning of the year.

**Asbestos notice.** Written notice must be annually provided to parents, teachers and employee organizations of the availability of asbestos management plans, and any current or planned asbestos inspections, response actions and post-response actions.

**Pesticide application notice.** Written notice must be provided to all students, parents/guardians and staff at the beginning of the year that pesticide applications may take place during the school year and offering an opportunity to register to receive a written notice at least 48 hours prior to such application. This notice must also give the name of the school representative to contact for further information.

**Special Circumstances.**

Other notifications may be required if a school or school district meet certain criteria under the No Child Left Behind Act. They may include the following:

- Child Taught by Teacher Who Is Not Highly Qualified
- Notification of Parental Involvement Policies
- Notification of Homeless Students Policy\*
- Notification of Student Placement in a Language Instruction Program (ESL or Bilingual)
- Notification to Parents of Schools Identified As in Need of Improvement
- Notification to Parents of Schools Identified for Corrective Action
- Notification to Parents of Schools Identified for Restructuring
- Notification for Unsafe School Transfer Choice

\*As required by No Child Left Behind, all districts have responsibilities to homeless students in the district. In order to serve these students, each district must appoint a liaison for homeless children that are currently residing within a district. The liaison must first identify these students and to aid in doing so, post notifications regarding educational services and contact information at places where the parents of homeless students will see it. These locations can include, but are not limited to homeless shelters, medical clinics, post offices and local Social Service offices.

The SERVE Center has created some helpful tool kits to aid in this process that include informational posters. They can be found at <http://www.serve.org/NCHE/products.php#electronic>

*NYSSBA Sample Policy*

*Copyright © 2009 by the New York State School Boards Association, Inc.*

*Not for further reproduction or posting without the express permission of NYSSBA*