

# Annual Notification of Rights under FERPA & Annual Notification of Directory Information

New Leaders is committed to maintaining the privacy and confidentiality of education records of participants in all of its programs. With this in mind, New Leaders is giving you this brief summary of your rights under The Family Educational Rights and Privacy Act (FERPA). These rights include:

1. *The right to inspect and review your education records within 45 days after the day New Leaders receives a request for access.* To request access to your education records, you should submit to your Program Director or Advisor a written request that identifies the record(s) you wish to inspect. The staff member will make arrangements for access and notify you of the time and place where the records may be inspected.
2. *The right to request an amendment of education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.* You should write your Program Director or Advisor, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If New Leaders decides not to amend the record as requested, it will notify you in writing of the decision and of your right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to you if and when you are notified of the right to a hearing. Please note that this provision does not provide for a hearing to contest an evaluation or assessment.
3. *The right to provide written consent before New Leaders discloses personally identifiable information (PII) from your education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception to this procedure is that New Leaders may disclose your education records without your prior written consent to New Leaders staff members or other representatives with legitimate educational interests. This includes a person employed by New Leaders in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of directors; or a participant serving on an official committee. This also includes a volunteer, contractor, or company outside of New Leaders who performs an institutional service or function for which New Leaders would otherwise use its own employees and who is under the direct control of New Leaders with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. New Leaders may also disclose PII from your education records to third-party researchers for the purposes of analysis or research that New Leaders determines is in furtherance of the mission of New Leaders, as authorized by FERPA. A legitimate educational interest exists if the person needs to review an education record in order to fulfill his or her professional responsibilities for New Leaders.

Please note that, because you are an employee of a district or charter school where New Leaders operates one of its Programs, New Leaders may also disclose PII from your education records to your Principal, Principal Supervisor, or other representative(s) of your employer.

Another exception is that New Leaders may disclose “Directory Information” without your consent. Directory Information consists of your name, preferred email address, preferred telephone number,

mailing address(es), dates of participation, program enrollment, honors and awards, photograph, date of birth, and most recent educational agency or institution attended. Additional Directory Information consists of information about the progress of you, or your team in team-based New Leaders programs, in completing program elements, and New Leaders will disclose such additional Directory Information only to representative(s) of your employer. Directory Information does not include your social security number. You may block disclosure of Directory Information by contacting your Program Director or Advisor, within one (1) month after your Program's start date, and stating in writing the items you wish to block from disclosure. Please note that, even if you block disclosure of Directory Information, those persons authorized by law to inspect education records without your consent may still view such information.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by New Leaders to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA is:

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

5. *Your obligations under FERPA.* At all times during your participation in a New Leaders program, you must act in accordance with FERPA, with any similar state or local law, rule, or regulation applicable to your employer, and with any policies of your employer related to student data. This includes, but is not limited to, ensuring that any student-identifying information on any student work, data, or other information you submit as part of the Program is redacted, deleted, or otherwise made non-identifying.