

## **Required Annual Notices**

### **Access to Student Records**

Parents and students over 18 years of age must be notified of their rights to inspect their child's records or to request the amendment of records believed to be inaccurate or misleading. They must also be advised of the right to authorize disclosures of personally identifiable information without consent.

### **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 later, upon request.

### **Disclosure to The Military**

Districts must notify parents 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.

### **Homeless Students**

Parents of homeless students and unaccompanied youths – youths not in the physical custody of a parent or guardian – must be informed of their rights and provided contact information for the local liaison for homeless children and youth. Some of these rights include: \*The right to attend the school they previously attended or to attend school in the district of current location; \*The right to be enrolled even though the admission requirements have not been completed and prior student records are not available; \*The right to transportation to and from school. This information must be provided when a homeless child or unaccompanied youth seeks to enroll in the district and at least twice annually while the child is enrolled.

### **Limited English-Proficient Students**

Within 30 days of the start of the school year, parents must be notified if their child is participating in, or eligible for, a language instruction program for limited English-proficient students. Parents must be notified within two weeks after placement if the child is placed in such a program after the beginning of the school year. Parents must be advised of their rights, including their right to decline their child's enrollment in the program.

### **Parental Involvement Policy**

Districts must distribute to parents of Title I students a copy of the district's and the school's parental involvement policies. Although the law doesn't speak to when it must be distributed, it makes good sense to do it at the start of the school year.

### **Pesticide Application Notice**

Written notice must be provided to all students, parents/guardians and staff at the beginning of the year of pesticide applications that may take place during the school year. They must be offered 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.

### **Staff Qualifications**

Schools receiving Title I funds are required to notify parents of their right to request and receive information regarding the professional qualifications of their child's classroom teachers and teaching assistants. They also must notify parents any time their children are assigned to or taught for four or more consecutive weeks by a teacher who is not "highly qualified."

### **Student Information**

Districts must provide notice to parents of the types of student information that they release 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 notice on access to student records cited in number 1 above.

### **Student Privacy**

Districts must notify parents of their student privacy policy. Among other things, the notice must offer parents the opportunity to forbid their child's 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.

### **Asbestos Notice**

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

*For sample notices or sample policies concerning any of the above, please contact:  
[policy\\_services@nyssba.org](mailto:policy_services@nyssba.org)*