

NYC Department of Education Notice of Disclosure of Directory Information

Dear Parent/Guardian, Current or Former Student:

The NYC Department of Education (DOE) is helping the NYC Department of Health and Mental Hygiene (the Health Department) begin a research study. The research study is about health and educational impacts of the 9/11 World Trade Center disaster on students. The study will include students in school during and after 9/11. DOE will give information about parents, guardians, former students and current students to the Health Department.

The Family Educational Rights and Privacy Act is a federal law that protects the privacy and confidentiality of students. The law allows DOE to share student directory information, which includes the information listed below.

You have a chance to say you do not want DOE to share your directory information.

Whose information will DOE be sharing? DOE will share information about students in certain areas that were enrolled in school at the time of September 11, 2001 or those first enrolled by 2006-2007. The areas are:

- Lower Manhattan
- Northwest Brooklyn
- Flushing, Queens
- Upper West Side, Manhattan
- Sunset Park, Brooklyn

What directory information will be shared? DOE will share:

- Student, parent and guardian names
- Whether student was born inside NYC or NY State
- Parent/guardian relationship to student
- Spoken and written language(s)
- Phone number, email & home address history
- Any schools/educational institutions of enrollment
- Student's sex and date of birth
- Enrollment time periods

Who will receive the directory information and how will it be used? The Health Department will receive the information. Contractors will be hired to help the Health Department conduct the research study, and the National Student Clearinghouse (NSC) may receive the information. No one else will have access to the information. Contractors will help get updated contact information by searching various records available to them. NSC may help get updated school information on students after high school. The Health Department will use the information to reach out to individuals to learn if they want to be a part of the research study.

How will your information be protected? DOE and the Health Department will have written agreements to require those who get the information to protect and secure it. Individuals will not be allowed to sell, use, or share the information for any advertising, marketing, commercial purposes, or for any purpose besides for the research study.

What do you need to do?

1. **Do nothing:** you or your child's directory information will be shared with the Health Department.
2. **Fill out this form** if you **do not want** your directory information or your child's directory information to be shared with the Health Department, and return it by February 15, 2019 to:

Attn: 9/11 Opt Outs Room 310
New York City Department of Education
52 Chambers St
New York, NY 10007.

I DO NOT WANT Directory Information to be shared with the Health Department.

Student's First Name:

Student's Last Name:

School (current or last school attended):

Student Date of Birth & Student ID Number (if known)

Parent/Guardian Printed Name:

Signature—students age 18 and over must sign for themselves:

Date:

—Return by February 15, 2019 if you do not want to share your or your child's directory information—