

**NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:

**1. The right to review the student's education records within 45 days of the day the District receives a request for access.**

A parent or eligible student may submit to the building principal a written request to review education record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be reviewed.

**2. The right to request the amendment of a student's education record that the parent or eligible student believes is inaccurate.**

A parent or eligible student may ask the District to amend an education record believed to be inaccurate or no longer educationally relevant. Any request should be submitted to the building principal, and identify the record sought to be changed, and specify why it is inaccurate or no longer relevant. If the District declines to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One example is FERPA authorizes the District to disclose an education record without consent to a school official with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official would include a District administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

**4. The right to file a complaint with the U.S. Department of Education.**

A parent or an eligible student may file a complaint concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**5. The right to refuse the designation of any or all the categories of directory information.**

The District is permitted by law to disclose directory information without the written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the disclosures of any or all directory information if a written refusal is forwarded to the building principal no later than September 15<sup>th</sup> of the current school year.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. *Directory information* includes, but is not limited to a student's name, address, telephone number, e-mail address, photos, videos, date and place of birth, names of parents and siblings, dates of attendance, whether the student graduated and the date of graduation, awards received, participation in extracurricular activities, weight and height of interscholastic athletic team members, and schools attended within the District.

The complete District policy on student records and other policies are available for review at the District office and on the District website <http://www.ojrsd.com/info/index.aspx> in accordance with the District's Public Records Policy.

You may contact the District's Director of Pupil Services at 901 Ridge Road, Pottstown, PA 19465 or (610) 469-5115, if you have any questions regarding the policy or administrative guidelines on student records.