

Brockway Area School District

40 North Street
Brockway, PA 15824

Mr. Dan Hawkins
Superintendent

FERPA

In 1974, the Family Educational Rights and Privacy Act (FERPA) was passed. This legislation specifically addresses the privacy of student records and access to those records.

Confidentiality of Student Records

Parent Access Rights:

- *Parents may request and receive explanation of records.
- *Parents may obtain copies.
- *Parents may have a representative review records.
- *Parents may inspect records for only his/her child.

Teacher Tips:

- *Keep all student records in a locked area.
- *Release only “directory information”: (Student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.)
- *Be sure an access record sheet exists in each student file. The record sheet must include the name of the person accessing the file, the date the file was accessed and the purpose of the access on the sheet.
- *Remember that a signed parental consent is necessary to release any student data to an agency or non-educational source.

More details are available on FERPA on the following site:

<http://www.ed.gov/policy/gen/guid/fpco/index.html>