

Brockway Area School District

40 North Street
Brockway, PA 15824

Mr. Jeffrey T. Vizza
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>

CONFIDENTIALITY OF SCHOOL RECORDS

1. WHAT IS IN MY CHILD'S SCHOOL RECORD?

Your child's record contains many different kinds of information. This information includes attendance, test scores, school achievement and descriptive information about your child such as height, weight, birthdate, and address. The record may also include teacher reports, psychological tests, and copies of the Individual Education Program (IEP) and Notice of Recommended Educational Placement (NOREP).

2. WHERE ARE MY CHILD'S RECORDS KEPT?

The main office of your child's school district knows where your child's records are located. If your child attends an Intermediate Unit (IU) class, the IU will have some of your child's records. Parts of the record may be filed at different places. The IEP's may be kept in the teacher's desk, or in the principal's office. The NOREP is often kept in the school district's administration building. Contact your child's teacher first when you have questions about school records.

3. WHO CAN SEE THE RECORDS?

The following persons may see your child's records:

- a. You as parent or legal guardian
- b. Authorized school personnel
- c. Your child, with your permission. (Parental permission is not required when the child reaches age 18 years).

No other person or agency may see your child's records without your (Parents) specific written permission.

4. HOW CAN I LOOK AT MY CHILD'S RECORDS?

The records will be available at a mutually agreeable time, for an eligible student and/or parent review with the assistance of a principal, supervisor, or psychologist.

Ask your child's school principal **IN WRITING** to see your child's records. That should be all that is necessary. If for some reason your request is refused, or if you do not hear from the principal or representative within two weeks, write to your school district's superintendent and enclose a copy of the original letter sent to the principal. If you have not been able to see your child's records within the next two weeks, contact the Director of Special Education at your Intermediate Unit.

The records will be routinely reviewed and updated. Information no longer necessary or useful will be destroyed. Parents may receive a copy of material to be destroyed.