

SPRING-FORD AREA SCHOOL DISTRICT

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL

RIGHTS AND PRIVACY ACT ("FERPA")

Spring-Ford Area School District protects the confidentiality of personally identifiable information gathered about its students in accordance with federal and state law. FERPA affords parents and students eighteen years of age and older certain rights with respect to the student's educational records. These rights are summarized as follows:

- (1) **The right to inspect and review** the student's educational records within 45 days of the date that the District receives a request for access.

Parents should submit a written request to the school principal identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parents of the time and place where the records may be inspected.

Parents have the right to request copies of the records and the District may charge a reasonable copying fee as long as it does not prevent the parents from exercising their right to inspect and review their child's records.

- (2) **The right to request the amendment of the student's educational records** that the parents believe are inaccurate, misleading or violate the privacy or other rights of the child.

Parents may request that the District amend a record by writing to the school principal, clearly identifying the part of the record they would like to change, and specifying why the change is warranted.

The District will notify the parents in writing of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parents upon notification 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 federal and state law authorize disclosure without consent.

- (4) **The right to file a complaint** with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Complaints may be made by contacting the Family Policy Compliance Office at the following address:

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

A copy of the Confidentiality Procedural Guidelines is available for inspection at the Administrative Office of Spring-Ford Area School District. Additional information regarding student records, including access request information, is available by calling the District at 610-705-6000.