

**RIGHTS PERTAINING TO STUDENT RECORDS  
COLLECTION AND USE OF DIRECTORY INFORMATION**

**Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records.<sup>1</sup> Please refer to Board Policy and Administrative Regulation 5225 and its accompanying procedures (which are available on the District’s website or by contacting the District by phone at 610-240-1900) for details regarding the District’s procedures for the classification, maintenance and destruction of student records. A summary of these rights follows:

**(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access:** Parents/guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

**(2) The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA:** Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian 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 exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a Board member; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical 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 their tasks. A contractor, consultant, volunteer, or other party to whom the District has outsourced District services or functions may be considered a school official under certain circumstances where the individual has a legitimate educational interest in the education record. A school official typically has a legitimate educational interest if the official

---

<sup>1</sup> The rights of the parents or guardians of students with an Individualized Education Program (IEP) retain these rights until the student is 21, but will share all rights under this regulation with the eligible student. To the extent that a student with an IEP has a guardianship order addressing the rights of the student and their parents or guardians, the terms of that order shall control.

needs to review an education record in order to fulfill his or her professional responsibility. The District also discloses educational records without consent to officials of other agencies or institutions that have requested the records and in which the student attends or seeks or intends to enroll.

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

The name and address of the Office that administers FERPA is:  
Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

**Notice for Student Directory Information**

**The District may disclose the following types of information (known as “directory information”) without your consent unless you notify your school principal in writing prior to September 1 that you do not want the District to disclose directory information from your child’s educational records without your prior written consent.**

**Directory information** includes the following information relating to a student: the student/family members’ name, address, telephone number, electronic mail address, photograph, date and place of birth, years of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Directory information may include a student identification (ID) number or personal identifier as long as the ID number or identifier cannot be used to gain access to educational records without another factor (such as a PIN or password) possessed only by the authorized user. Directory information may be disclosed for purposes beneficial to the student and the District only with the approval of the District Superintendent or designee.