

# NOTICE OF ACCESS TO STUDENT RECORDS

*Briefly: This section lets parents/guardians and students know of their rights to inspect the records of their child(ren) or themselves and to give consent for disclosure of these records. It also explains the conditions when parent/guardian or student consent is not required for disclosure of information.*

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students 18 years of age or older ("eligible students") certain rights with respect to student education records.

Parents/guardians and eligible students have the right to inspect and review the school records of their child(ren) or themselves. A request to do so shall be submitted in writing to the building principal, who will comply within 45 days of receiving the request. The principal will make arrangements for access and will notify the parent/guardian or eligible student of the time and place where the records may be inspected.

Upon inspection and review, a parent/guardian or eligible student may request an amendment to the record by identifying in writing the portion of the record believed to be inaccurate or misleading and the reasons, and submitting this to the building principal. If the school decides not to amend the record, the parent/guardian has the right to a hearing

Prior consent by the parent/guardian or eligible student is required to disclose records. Prior consent is not required to disclose information under the following conditions.

1. To school officials, including teachers who have legitimate educational interests, and clerical personnel responsible for records management
2. To schools in which a student seeks or intends to enroll
3. To Federal, State and local authorities involving an audit or evaluation of compliance with education programs
4. In connection with financial aid for which the student has applied or which the student has received
5. To organizations conducting studies for or on behalf of educational institutions
6. To parents of a dependent student or to an eligible student
7. To comply with a judicial order or subpoena
8. In a health or safety emergency
9. To disclose directory information, which may include, name, grade, school of attendance, extracurricular involvement, and honor roll or award attainment, unless written notification restricting such disclosure is given to the building principal prior to the start of each school year
10. To State or local officials in connection with serving the student under the juvenile justice system

A noncustodial parent is afforded the same rights as a custodial parent, provided there is not a court order, State statute or legally binding document that specifically revokes these rights and which has been provided to the school.

A fee will be imposed for providing a photocopy of the records to the parent/guardian or eligible student.

Complaints regarding violation of rights accorded parent(s)/guardian(s) and eligible students with respect to student records shall be submitted to Superintendent, Allentown School District, 31 S. Penn Street, P.O. Box 328, Allentown, PA 18105, in writing. All complaints will be investigated and responded to in writing within a reasonable period of time. If complaints cannot be satisfactorily resolved by the District, complaints that FERPA has not been followed can be filed with the following: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.