

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) & STUDENT RECORDS**

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act (FERPA) a federal law, which protects the confidentiality of student educational records by limiting their disclosure. FERPA affords parents and “eligible students” (students eighteen years of age or older) certain rights with respect to the student’s education records. These rights are described below.

### **I. Access Records:**

Parents or eligible students have the right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

### **II. Challenge to Records:**

The rights to request the amendment of the student’s education record that the parent or eligible students believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent 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 or eligible student when notified of the right to a hearing.

### **III. Disclosure:**

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 to school officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School 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 his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which the student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records requested unless it states in its annual notification that it intends to forward records on request.]

### **IV. Directory Information:**

Information, which is labeled “directory information” by a school district, is excluded from FERPA’s protection from release and can be released without parental or student consent. In the Greencastle-Antrim School District the directory information that is released to the public consists of student’s names, addresses, and phone numbers. If you do not want some or all of this information about your child released, you may prevent its disclosure by contacting the school district. Please address the request to:

Superintendent’s Office  
Greencastle-Antrim School District  
500 East Leitersburg Street  
Greencastle, PA 17225

#### V. Policy:

A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them, and the limitations of the release of records is presented in the School District’s FERPA policy and may be received by contacting the Superintendent at 500 East Leitersburg Street, Greencastle, PA 17225.

#### VI. Complaints:

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605