Corry Area School District

Annual Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. The Corry Area School District (CASD) also has its own Student Records policy, available on CASD's website, which takes into account FERPA as well as Pennsylvania state rules and regulations that protect students' rights and privacy.

Parents and eligible students have the following rights under FERPA:

1. The right to inspect and review the student's education records within 45 days of the day the District receives request for access.

Parents or eligible students should submit to the Superintendent's Office a written request that identifies the record(s) they wish to inspect. A 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.

2. The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Corry Area School District to amend a record should write to the Superintendent's Office, clearly identify the part of the record they want changed, and specify why it should be changed.

If the School District decides not to amend the record as requested, the District 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.

3. The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

"Personally identifiable information" includes the student's name, name of the parent or other family members, a personal identifier, or a list of personal characteristics that would make the student's identity easily traceable.

"Disclosure" of information means to release, transfer, or otherwise permit access to education records, or the personally identifiable information contained in these records, to any party, by any means, including oral, written, or electronic means.

While you may request a list of all the FERPA exceptions that authorize disclosure of personally identifiable information without consent, the three most common of these exceptions are as follows:

(a) CASD may disclose education records to "school officials" with "legitimate education interests" without obtaining consent. "School officials" include administrators, instructors, and staff employed by CASD, persons serving on the School Board, and may also include volunteers or person with whom CASD has contracted to fulfill a purpose for which the school would otherwise use its own employees. 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.

(b) Upon request, CASD will disclose educational records without obtaining consent to officials of another school district in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(c) Unless directed otherwise in writing by parents or eligible students, CASD may disclose without consent "directory information." "Directory information" consists of information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. For more detailed information about directory information, see below.

4. 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 is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Or call 1-800-872-5327

FERPA Notice Regarding Directory Information

FERPA requires CASD, with certain exceptions, to obtain the written consent of a parent or eligible student prior to the disclosure of personally identifiable information from educational records. However, the District may disclose appropriately designated "directory information" without prior written consent, unless the parent or eligible student has advised CASD to the contrary in accordance with District procedures. The primary purpose of directory information is to allow CASD to include this type of information from your child's education records in certain school publications, such as the following:

- a playbill showing the student's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; or
- sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organization without a prior written consent unless the parent or eligible student has advised CASD that they do not want the information disclosed without their prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The Corry Area School District has designated the following information as directory information:

- student's name
- student's address
- student's telephone number
- student's electronic mail address
- student's photograph
- student's date and place of birth
- major field of study
- grade level
- enrollment status
- dates of attendance
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- degrees, awards or honors received
- the most recent educational agency or institution attended

Directory information does not include a student's Social Security number or student identification (ID) number, except that directory information may include a Student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for the purpose of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), a password, or other factor known or possessed only by the authorized user.

NOTE: Parents and eligible students may not use their right to opt out of directory information disclosures to prevent a school district from requiring students to wear student identification badges or cards that display information that may otherwise be designated as directory information. If a parent or eligible student has an objection to wearing student identification badges, the reasons for the objection should be articulated to the Superintendent and will be dealt with on a case by case basis, consistent with applicable Pennsylvania and federal laws.

In addition, Section 8528 of the Every Student Succeeds Act requires that school districts shall provide access to secondary school students' names, addresses, and telephone listings upon requests made by military recruiters or institutions of higher education unless a parent or eligible student has advised the school district that they do not want this information disclosed without prior written consent.

If you do not want CASD to disclose directory information without your prior consent, you must notify the District in writing by September 1st of the school year for which you are opting out of disclosure. The opt-out will last for the school year (unless revoked earlier by you in writing), and you must send a new written request to the District each year by September 1st.

Questions or written requests should be directed to: Corry Area School District Superintendent, 540 East Pleasant Street, Corry, PA 16407 – Phone 814-664-4677.

I have read and understand the above statement.

Student's Name

Parent/Guardian Name

Date