

## NOTIFICATION of Rights under FERPA for Elementary and Secondary Schools

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. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of School ("School")] receives a request for access.
- Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. 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.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 before the school discloses personally identifiable information (PII) from 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. **NOTE:** FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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, DC 20202**

**NOTE:** In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student—

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- To officials of another school, school system, or institution of postsecondary education where the

student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information that the school has designated as "directory information" under §99.37. (§99.31(a)(11))

*This is the Notification of Rights under  
FERPA for Elementary and Secondary Schools  
published by BLAST Intermediate Unit 17  
on behalf of the following districts:*

<b>INTERMEDIATE UNIT</b>	
<p><b>BLAST Intermediate Unit 17</b> 2400 Reach Road, PO Box 3609, Williamsport, PA 17701 570-323-8561</p> <p><b>BLAST Intermediate Unit 17</b> 33 Springbrook Drive, Canton, PA 17724 570-873-6001</p> <p><b>Ms. Jennifer Starmer, Director</b> Division of Student Services</p>	<p><b>Sayre Area School District</b> 333 West Lockhart Street, Sayre, PA 18840 570-888-6121</p> <p><b>Towanda Area School District</b> 410 State Street, Towanda, PA 18848 570-265-9154</p> <p><b>Troy Area School District</b> 68 Fenner Ave. Troy, PA 16947 570-297-2750</p> <p><b>Wyalsburg Area School District</b> 11450 Wyalsburg New Albany Road, Wyalusing, PA 18853 570-746-1600</p> <p><b>Bradford County Prison</b> 15927 Route 6, Troy, PA 16947 570-297-5047</p>
<p><b>Athens Area School District</b> 77 Lilley Avenue, Athens, PA 18840 570-888-7766</p> <p><b>Canton Area School District</b> 509 East Main Street, Canton, PA 17724 570-673-3191</p> <p><b>Northeast Bradford School District</b> 526 Panther Lane, Rome, PA 18837 570-744-2521</p>	<p><b>Wellshoro Area School District</b> 227 Nichols Street, Wellshoro, PA 16901 570-724-4424</p> <p><b>Tioga County Prison</b> 1768 Shumway Hill Road, Wellshoro, PA 16901 570-724-5911</p> <p><b>Sullivan County</b></p> <p><b>Sullivan County School District</b> 777 South Street, PO Box 240, Laporte, PA 18626 570-946-8200</p> <p><b>East Lycoming School District</b> 349 West Cemetery Street, Hughesville, PA 17737 570-584-2131</p> <p><b>Jersey Shore Area School District</b> 175 A&amp;P Drive, Jersey Shore, PA 17740 570-398-5250</p> <p><b>Loyalsock Township School District</b> 1605 Four Mile Drive, Williamsport, PA 17701 570-326-6508</p>
<p><b>Bradford County</b></p> <p><b>Tioga County</b></p>	<p><b>Montgomery Area School District</b> 120 Penn Street, Montgomery, PA 17752 570-547-1608</p> <p><b>Montoursville Area School District</b> 50 North Arch Street, Montoursville, PA 17754 570-368-2491</p> <p><b>Muncy School District</b> 206 Sherman Street, Muncy, PA 17756 570-546-3125</p> <p><b>South Williamsport Area School District</b> Raymond R. Rommett Building 515 West Central Avenue, South Williamsport, PA 17702 570-327-4470</p> <p><b>Williamsport Area School District</b> Service Center 2780 West Fourth Street, Williamsport, PA 17701 570-327-5000</p> <p><b>Lycoming County Prison</b> 277 West Third Street, Williamsport, PA 17701 570-326-4623</p>

\* The school entity or charter school will not discriminate in employment, educational programs or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.