*NOTICE OF IMPORTANT RIGHTS*

*Maintenance, Access to, and Amendment and Disclosure*

*of Student Information and Education Records*

*The Family Education Rights and Privacy Act (FERPA) affords parent and students over 18 years of age (eligible students) certain rights with respect to the student's education records.*

*These rights are:*

*1. The right to review the student's education records within 45 days of the day the school receives a request for access.*

*A parent or eligible student may submit to the Principa/CEO a written request to review education records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be reviewed.*

*2. The right to request the amendment of a student’s education record that the parent or eligible student believes is inaccurate.*

*A parent or eligible student may ask the school to amend an education record believed to be inaccurate. Any request should be submitted to the Principa/CEOl, and identify the record sought to be changed, and specify why it is inaccurate. If the school declines 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 of the 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 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 example is FERPA authorizes the school to disclose an education record without consent to a school official with a legitimate educational interest. A “school official with a legitimate educational interest” is any employee or consultant of the school, an intermediate unit, a career and technology school, or any other facility the school uses or proposes to use to provide services to the student –*

*(a) who is or will be responsible for providing or supervising the provision of education, education-related services, or extra-curricular activities or experiences to or for the student; and*

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*(b) when information concerning the student is relevant to the student’s education, education-related services, or extracurricular activities or experiences, or is necessary to protect the health, safety, or welfare of the student or others.*

*The phrase “school official with a legitimate education interest” includes clerical staff of the agencies enumerated above who are responsible for the maintenance and security of education records, and also attorneys, consultants, and school board members when school board action concerning the student is required by law or when the student is the subject of present or potential litigation or legal dispute.*

*Additionally, the school may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.*

*4. The right to file a complaint with the U.S. Department of Education.*

*A parent or an eligible student may file a complaint 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 20202-5901*

*5. The right to refuse the designation of any or all the categories of directory information.*

*The school is permitted by law to disclose directory information without the written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the disclosures of any or all directory information if a written refusal is forwarded to the Principal/CEO no later than September 15th of the current school year.*

*Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to a student’s name, address, telephone number, e-mail address, photos, videos, date and place of birth, names of parent and siblings, dates of attendance, whether the student graduated and the date of graduation, awards received, participation in extracurricular activities, and weight and height of interscholastic athletic team members.*

*The complete policy on student records and other policies are available for review at the school office and on the school website in accordance with the school’s Public Records Policy.*

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*You may contact the Principal/CEO at Medical Academy Charter School, 330 Howerton Road, Catasauqua, PA 18032 or (610) 403-1150, if you have any questions regarding the policy or administrative guidelines on student records.*

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