

ELLWOOD CITY AREA SCHOOL DISTRICT
501 Crescent Avenue
Ellwood City, PA 16117

August 10, 2023

ANNUAL NOTICE TO PARENTS AND ELIGIBLE STUDENTS
ON F.E.R.P.A. RIGHTS AND STATE BOARD POLICIES

The following information is provided to notify you of your rights and privilege under the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosures. FERPA guarantees parents and eligible students (eighteen years of age or older) certain rights which are described below.

I. Access to Records

Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain records, if requested. To inspect your child's or your own records, contact the elementary or secondary guidance office.

II. Challenge to Records

Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading, or violate students' rights, and to have a hearing if that request is refused.

III. FERPA provides that educational records cannot be released without the written consent of the parent of eligible student, except in certain specified instances.

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 permission. In this district the directory information that is released to the public consists of student names and addresses. Such release must be approved by the district superintendent or his designee. If you do not want some or all of this information about your child or yourself released, you may prevent its disclosure by contacting the school district. Address these requests to Superintendent.

V. Policy

A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them; and the limitations on release of records is presented in the school district's FERPA policy statement. You may obtain a copy of this policy by contacting the Superintendent's Office, Lincoln High School.

VI. School Curriculum

Upon written request by a parent, the school district will make available existing information about the school curriculum, including learning outcomes, instructional materials and assessment techniques.

VII. Religious Beliefs

Upon written request of the parent the district shall excuse any student from specific instruction which conflicts with their religious beliefs.

VIII. File A Complaint

If you believe that the school district is not complying with FERPA or not guaranteeing you your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the ACT at the address below:

**FERPA Office
Department of Education
Room 4511 - Switzer Building
Washington, DC 20202**