

# Bristol Township School District

6401 Mill Creek Road  
Levittown, Pennsylvania 19057-4014

Administrative Offices

215-943-3200

## **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students 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 of the day the Bristol Township School District ("the District") receives a request for access.**

Parents or eligible students should submit to the Principal or Pupil Services Director a written request that identifies the record(s) they wish to inspect. The District 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 District to amend a record should write the Principal or Pupil Services Director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the District decides not to amend the record as requested by the parent or eligible student, 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 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 exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the District 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 District has contracted to perform certain institutional services and functions (such as an attorney, auditor, medical consultant, therapist, volunteer, intern or supervisor for student interns); 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 education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose education records without consent to officials of another school district in which a student seeks, intends to enroll, or enrolls.

**(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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, DC 20202-5901

The District's full Student Records Policy is located at the Main Offices of each School, the Administration Offices or on the website at <http://www.btsd.us>. Request forms for the review, disclosure or amendment of education records are also available by request in the Main Offices of each School.