# THE PATHWAY SCHOOL

# ANNUAL NOTIFICATION REGARDING FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT FOR ELEMENTARY AND SECONDARY INSTITUTIONS

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students"), certain rights with respect to the student's education records. Once a student reaches the age of 18, all right pass to the student.

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

Parents, or eligible students, should submit to the designated school official a written request that identifies the record(s) they wish to inspect. Arrangements for access will be made and the parent, or eligible student, will be notified 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 or misleading.

Parents, or eligible students, may ask to amend a record that they believe is inaccurate or misleading. They should write the designated school official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the decision is not to amend the record as requested by the parent, or eligible student, the school will then 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. Hearings are typically arranged via the school district having jurisdiction.

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. A separate permission form is provided regarding disclosure of personally identifiable information.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests and agencies providing financial assistance. A school official is a person employed by the state or local education agency or The Pathway School, 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 school or District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); 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 educational interest if the official needs to review a record in order to fulfill his or her professional responsibility. This provision applies to representatives from other funding entities that provide financial support and require such information to determine eligibility for such aid, the amount of the aid, is a payment of funds that is conditioned on the individual's attendance at an educational agency or institution.

Upon request, The Pathway School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District or The Pathway School 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 20202-4605

The designated contact person at The Pathway School for records access, copies, Releases, etc. is:

Cheryl Clarke, Records Coordinator
The Pathway School 162 Egypt Road
Jeffersonville, PA 19403-3090

Note: By law, all records generated by an educational entity receiving federal funds are exempt from HIPPA provisions.