



Lower Merion

School District

301 East Montgomery Ave, Ardmore, PA 19003-3399  
610-645-1800

## ANNUAL NOTIFICATION

### RIGHTS PERTAINING TO STUDENT RECORDS; COLLECTION AND USE OF DIRECTORY INFORMATION AS WELL AS PHOTO AND VIDEO IMAGES

#### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. Please refer to Board Policy 216 and its accompanying procedures (which are accessible at <http://www.lmsd.org/departments/board/policies/index.aspx> or by contacting the District at the above address or phone number) for details regarding the District’s procedures for the classification, maintenance and destruction of student records. A summary of these rights follows:

- (1) **The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access:** Parents/guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian 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/guardian or eligible student believes are inaccurate or misleading:** Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian 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/guardian 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 educational interests. A school official is a person employed by the District as an administrator, supervisor, professional, 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 a special task (such as an 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 an education record in order to fulfill his or her professional responsibility. The District also discloses educational records without consent to officials of other agencies or institutions that have requested the records and in which the student attends or 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 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, S.W.  
Washington, D.C. 20202

#### **Notice for Student Directory Information**

**The District may disclose the following types of information (known as “directory information”) without your consent unless you notify your school principal in writing prior to October 1, 2018, that you do not want the District to disclose directory information from your child’s educational records without your prior written consent.**

**Directory information** includes the following information relating to a student: the student’s family members’ name(s), address, telephone number, District-provided electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Directory information may be disclosed for purposes beneficial to the student and the District only with the approval of the District superintendent or his designee. Examples of such disclosures include: programs for musical or drama productions, annual yearbooks, honor roll or other recognition lists, graduation programs, and sports/activity rosters, such as for wrestling, showing weight and height of team members.

#### **Consent for Collection and Use of Student Photos/Video Images**

From time to time, students may be involved in a wide variety of activities that may involve photo and/or video recording for the purpose of promoting their school, school-sponsored programs or activities, or the Lower Merion School District. It is an established practice to publicize and promote many of the positive and newsworthy activities that occur throughout the year. Publication of student photos and videos for public relations/promotional purposes could be in places such as, among others, the District calendar, the District website, District-sponsored social media, presentations to the Board of School Directors, and other promotional materials shared with the local community for the purposes stated above. The collection, use or sharing of any images/videos collected, used, or otherwise shared (which are not considered student records) will be done in a way that ensures that confidential information about your child’s educational program is not revealed. **If you do not consent to the use of your child’s photographic or video images by the District as outlined above, you must indicate so in writing by October 1, 2018. Please send these requests to the attention of LMSD School and Community Relations at the address listed above or via email to [info@lmsd.org](mailto:info@lmsd.org) and include your child’s name, grade level and school.**