

## **Boys' Latin of Philadelphia Charter School Parents' and Students' Privacy Rights to Student Information and Education Records**

Boys' Latin is generally required to obtain a student's permission or consent before it may release any information from the student's education record. (Under Federal law, a student receives this right when the student reaches the age of 18.

This includes access to a student's records by others, as well as the right to deny parental access to his/her records.) However, information from a student's education record may be released, without consent, to the following parties under the following conditions—

- school officials, including teachers, who have a legitimate educational interest in reviewing the record;
- specified officials for audit or evaluation purposes;
- appropriate parties in connection with financial aid to a student;
- organizations conducting certain studies for or on behalf of the school;
- accrediting organizations;
- appropriate officials in case of health and safety emergencies;
- state and local authorities, within a juvenile justice system pursuant to Pennsylvania law; and
- in compliance with a court order or an order of an administrative agency with subpoena power.

However, students and parents should be notified of all such orders and the school's compliance. In addition, Boys' Latin may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance . However, Boys' Latin must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them.

**ACCESS TO HIGH SCHOOL STUDENTS AND INFORMATION ON STUDENTS BY MILITARY RECRUITERS** The Family Educational Rights and Privacy Act (FERPA), and Section 9528 of the No Child Left Behind Act of 2001, both Federal laws, require that Boys' Latin, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Boys' Latin may disclose appropriately designated "directory information" (name, address and telephone listings) to the Armed Forces Military Recruiters without written consent, unless you have advised the School in writing to "opt out" in accordance with School procedures.

If you want to request that Boys' Latin NOT disclose your directory information, please write and sign a letter to the school including the statement below:

"I request that Boys' Latin NOT disclose any personally-identifiable information from my student's education records, including what is called "directory information," without my prior written consent, to any outside person or organization except where the disclosure is to the financial funders and supporters of Boys' Latin. I recognize that Boys' Latin relies on the financial funding and support provided by outside organizations for the operation of the school.