

Access to Student Records

This is to advise you of your rights with respect to school records pursuant to the Federal "Family Educational Rights and Privacy Act of 1974".

Any student 18 years or older and the parent(s) or legal guardian of any student under 18 years of age may inspect and review any and all official records, files, and data directly related to pupils. This includes all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system.

Such parent(s) or legal guardian and students are also entitled to an opportunity for a hearing to challenge the contents of such records to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the principal of the school or the superintendent.

Under the law, there are restrictions which prohibit the release or use of student records or any material contained therein to persons other than parent(s) or legal guardian or students or persons employed by the school district without the written consent of the parent(s), legal guardian, or student.

There are a number of exceptions to this rule, such as school district employees and certain state and federal officials who have legitimate educational needs for access to the records.

The Request for Records Form can be found on the next page.

**FREWSBURG CENTRAL SCHOOL DISTRICT
REQUEST BY PARENT OR GUARDIAN OR ELIGIBLE STUDENT
TO EXAMINE AND COPY RECORDS**

TO: RECORDS ACCESS OFFICER

I, _____, hereby request that

I be allowed to inspect and review the following records pertaining to:

myself

my son/daughter

Dated: _____

Signature of Parent or Guardian or Eligible Student

(To be kept by the Records Access Officer so as to indicate the date a particular record was requested for the purpose of the 45-day period. If a person refuses to fill out a written request, access cannot be denied. In those cases, the Records Access Officer should complete this form.)