



## **Student Information Release Procedures**

Providers must submit timely enrollment and attendance reports to Pittsburgh Public Schools in order to receive student data. All approved out-of-school partners are authorized as Pittsburgh Public Schools school officials. Under the Model Notification of Rights under The Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools, personally identifiable information is permitted for sharing with school officials. Please visit the following link to view the full Model Notification of Rights last updated during the 2017-2018 School Year.

<https://www.pghschools.org/cms/lib/PA01000449/Centricity/Domain/1150/ferpappra%20model%20notice.pdf>

The following statement should be sent to the parents of students enrolled in your programs. You may include this in any application you have for your organization, similar to how FERPA waivers were collected in past partnership years.

**As an approved partner with Pittsburgh Public Schools for the 2023-2024 school year, <ORGANIZATION NAME> is authorized to receive personally identifiable student educational data including grades, PSSA and other assessment scores, attendance and discipline data, Promise eligibility.**

**IF YOU DO NOT WANT THIS INFORMATION SHARED WITH <ORGANIZATION NAME>, please contact the Office of Out-of-School Time for Pittsburgh Public Schools at [outofschooltime@pghschools.org](mailto:outofschooltime@pghschools.org) or 412-529-2454 and your child's name will be placed on an opt-out list and no student data will be shared.**