MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23
2 West Lafayette Street | Norristown PA 19401 | 610-755-9400 | www.mciu.org

CONSENT FOR SCHOOL COUNSELING SERVICES

The Montgomery County Intermediate Unit provides school counseling services for children attending non-public schools. These services include developmental, academic/career guidance and personal counseling. In order for us to provide these services, your written permission is required. Your permission is also required to enable us to review your child's school files.

The Office of Non-Public Services will not maintain a long term file concerning a student receiving counseling services. Any records generated and maintained during the course of counseling by the Office of Non-Public Services personnel will be destroyed at the end of the calendar year in which your child stops receiving counseling services.

We are a publicly funded educational agency; therefore we must comply with federal, state, and local regulations. On the last page of this packet is a list of parent rights concerning student records maintained by the Office of Non-Public Services. This information is provided for your convenience and to meet government regulations.

Please sign this consent form. Return this form to school within the next two days and a copy will be sent home to you. If you have any questions regarding this form, please contact your Non-Public Services school counselor or school principal.

I grant permission for my child to receive school counseling services while a student at this school and for the counselor to review the confidential records that the school maintains for my child, and to report information to the non-public school when appropriate.

Student's Name: _____ Gender: ____ Date of Birth:_____

Address: _____ Phone #:_____

_____ PA Parent's Cell #: _____

Parent Email: _____ Parent's Cell #: _____

School: _____ Present Grade: _____

School District of Residence: _____

Parent's Signature: _____ Date: _____

Parent's Name (Please Print): _____

I.U. Counselor: Mr. John McGranaghan Email: mcgranaghanj@lschs.org

If you have any questions, please call the I.U. counselor: _____

STUDENT AND PARENT RIGHTS CONCERNING RECORDS
HELD BY PUBLIC AGENCIES

A. Educational personnel in your child's school or Intermediate Unit, with legitimate educational interest, may have access to student records unless the parents of students below 18 years of age or students above 18 years of age (from here on referred to as parents and students) have specifically requested otherwise. Parents and students have the right to see, correct, and control access to student records by other individuals or agencies. Records include all documents directly related to a student which are maintained by the Intermediate Unit.

B. Parents and students have the right to inspect and review educational records provided they make an appointment with the Director of the Office of Non-Public Services or his designee.

C. Parents and students have the right to have copies of educational records, should they so desire. Under usual circumstances, there will be no charge for the first copy of a record. Thereafter, if a fee is charged, it will be the actual cost of reproduction.

D. If parents and students believe that information contained in the educational records is inaccurate, misleading, or violates privacy, they have the right to request in writing that the Intermediate Unit amend the record.

E. Parents and students have the right to a student records hearing to challenge the content of the educational records.

F. Parents and students have the right to file a written complaint with the Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue S.W., Washington, D.C., 20202-4605, regarding violations of rights as listed previously.

G. According to law, you may not waive your rights as listed previously.

If you have any questions regarding this notification or your rights under these provisions, you may contact Dr. Kenneth E. Voss, Director of the Office of Non-Public Services, Montgomery County Intermediate Unit, at (610) 755-9318.