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To Parent or Person in Parental Relation:

This is to advise you of your rights of access to school records guaranteed by the Federal "Family Educational Rights and Privacy Act of 1974."

Parents or Persons in Parental Relations of students under 18, or a student 18 or older, have a right to inspect and review any and all official records, files and data directly related to the student. Such records should include identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance, scores for standardized intelligence, aptitude, or psychological tests, interest inventory results, health, and family background information, staff ratings and observations and verified reports of serious behavior patterns.

Parents or Persons in Parental Relations and students are entitled to a hearing to challenge the content of such records and to insure they are not inaccurate, misleading or violate the student's privacy or other rights. The hearing will also provide an opportunity for the correction or deletion of any inaccurate, misleading or other inappropriate data.

Students' records and materials are confidential and may not be released or made available to persons other than parents or persons in parental relations or students without the written consent of such parents or persons in parental relations or students. There are exceptions to this rule, such as other school employees or certain State or Federal officials who have a legitimate educational need for access to such records.

For any information regarding review of students' records and provisions for obtaining records, please contact your child's school.

