



7 SOUTH 12TH STREET / MIDLAND / PENNSYLVANIA / 15059
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ANNUAL NOTIFICATION UNDER FERPA

Notification of Rights for MITCS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education records within 45 days after the day the School receives a request for access. Parents or eligible students who wish to inspect their child’s or their education records should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend their child’s or their education record should write the School Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school disclosure personally identifiable information (PII) contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees. A school official also may include a volunteer, consultant or contractor who, while not employed by the School, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Annual Notification under FERPA

FERPA requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of PII from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include information from your child's education record in certain school publications. Examples include: A Playbill, showing your student's role in a drama production; the annual yearbook; Honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information means information contained in the educational record of a student, which is not considered harmful or an invasion of privacy if disclosed, so that it may be published without prior parental consent. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless you have advised MITCS that you do not want your student's information disclosed without your prior consent.

If you do not want MITCS to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify MITCS in writing by September 16, 2022.

MITCS has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities, clubs and sports
- Naming of Student to the National Honor Society
- Address
- Telephone listing
- Electronic Mail Address
- Photograph
- Degrees, honors, awards received
- Date and place of birth
- Major pathway of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Please submit a letter of refusal with the types of information you wish removed from the list of directory information and mail your written objections on or before September 16, 2022, to the Principal of MITCS at: 7 South 12th Street, Midland, PA 15059.

If you have any questions regarding this notice, please call or write the Principal of MITCS at: 7 South 12th Street, Midland, PA 15059. If you do not submit a written refusal on or before September 16, 2022 then the school may disclose directory information without your prior consent. A complete copy of the board policy is located at Midland Innovation + Technology Charter School, 7 South 12th, Street, Midland, PA 15059.