



# LOYALSOCK TOWNSHIP HIGH SCHOOL

1801 Loyalsock Drive, Williamsport, Pennsylvania 17701  
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www.loyalsocklancers.org

Dr. Matthew Reitz  
*Principal*  
Mrs. Brooke M. Beiter  
*Assistant Principal*



## Annual FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA requires schools to inform parents and students annually of these rights, such as by this notice for the current school year. FERPA requires two types of notice to all parents each year. First, parents have the right to inspect and review educational records of their student(s) and can add detail to a certain record if it is believed something is inaccurate, misleading or otherwise in violation of the privacy rights under FERPA. The second type of notice is with regard to “directory information” and providing who has access to this information and the purposes for which it may be accessed and consent associated with that information.

### Right to Inspect/Review Educational Records

Parents and eligible students have the right to inspect and review the student’s educational records with 45 days from the date in which the school receives a request for access. Parents or eligible students who wish to review their records should submit a written request that identifies the record or records they wish to inspect to the school principal or other appropriate “school official.” A “school official” is a person employed by the district as an administrator, supervisor, instructor or support staff (including health or medical staff and law enforcement personnel), school board member, or a person or company with who the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist or evaluator). After processing the written request for inspection of a student’s education records, the school official will make arrangements for the access and notify the parent or eligible student of the time and the place where the records may be inspected. Parents of eligible students who seek to amend a record should submit a written request to the school principal which clearly identifies the part of the record they want changed, and why it is incorrect or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent of eligible student of the decision and advise them of their right to a hearing and their right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The school is not required to consider requests for amendment under FERPA that: (1) seek to change a grade or disciplinary decision, (2) seek to change opinions or reflections of a school official or other person reflected in an education record or (3) seek to change a determination with respect to a child’s status under special education programs.

FERPA, however, allows schools to disclose records, without consent, to the following parties or under the following conditions:

- To a school official with a legitimate educational interest defined as a situation where the official needs the record to fulfill his or her professional responsibility;
- To another school district to which the student seeks or intends to enroll;
- To specified officials for audit or evaluation purposes;
- To appropriate parties in connection with financial aid to a student;
- To organizations conducting certain studies on behalf of the school;
- To accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena
- To appropriate officials in cases of health and safety emergencies; and
- To state and local authorities within the juvenile justice system pursuant to state law;
- To the parents of a “dependent student” as defined by Section 152 of the Internal Revenue Code.

### Directory Information

In addition under FERPA, schools are also permitted to release information, without prior written consent of the parents or guardians or eligible student, which has been appropriately designated as “directory information” by the district. Loyalsock Township School District has designated the following information as “directory information”:

(OVER)



*A 2007, 2008, 2012, 2014 & 2015 Silver Medal High School Recognized by U.S. News & World Report*  
*A 2014 Recipient of the Governor's Award for Excellence in Academics*  
*A 2014 National Blue Ribbon High School Nominee*

- Student's name
- Address
- Telephone listing
- Participation in officially recognized activities and sports
- Weight and height of member of athletic teams
- Photographs or videos, made or taken, going to or from, or during a school activity.
- Audio recordings made going to or from or during or after a school activity
- Degrees, honors and awards received
- Major field of study
- Dates of attendance
- Date and place of birth
- Grade level
- Enrollment Status
- The school previously attended is not Loyalsock Township School District.
- A user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Directory information, which is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent or guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Directory information may also be used on the school's website and on social media sites, such as Facebook and Twitter, operated by the District. In addition, federal laws require local educational agencies (LEA's) such as Loyalsock Township School District to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents or guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Loyalsock Township School District to disclose "directory information" from your child's education records, you must notify the building principal in writing that you do not want "directory information" disclosed. The written notice to the principal about directory information must be received no later than 14 days after the publication of this notice or within 14 days of newly enrolling in the district, whichever is later. You may send such a request to:

Principal  
 Loyalsock Township HS  
 1801 Loyalsock Drive  
 Williamsport, PA 17701

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Loyalsock Township School District to comply with the requirements of FERPA.

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Ave, SW  
 Washington, D.C. 20202-5920

Additional information on local school policy may be obtained online at [www.ltsd.k12.pa.us](http://www.ltsd.k12.pa.us) or at the District Office located at 1605 Four Mile Drive, Williamsport, Pa between the hours of 9 a.m. and 4 p.m.

Sincerely,



Matthew Reitz, Principal



Brooke Beiter, Assistant Principal

