

Philadelphia Academy Charter School

Elementary Program (K-8)
11000 Roosevelt Blvd.
Philadelphia, PA 19116
Tel: (215) 676-8320
Fax: (215) 676-8340



High School Program (9-12)
1700 Tomlinson Rd.
Philadelphia, PA 19116
Tel: (215) 673-3990
Fax: (215) 673-3341

www.pacsweb.org

FERPA Notice

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

These rights are briefly summarized below and are explained more fully in the Board’s Student Records Policy which is on file at the school and is available upon request:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Chief Executive Officer (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Chief Executive Officer will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the Chief Executive Officer (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate 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 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.
3. The right to consent to disclosure of personally identifiable information 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 may include a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law unit personnel); a person serving on the Board of Trustees; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or parent or student serving on an official committee, such as disciplinary or grievance committee or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the Philadelphia Academy Charter School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. 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 is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Directory Information

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 disclosed without prior parental consent, unless you have advised Philadelphia Academy Charter School to the contrary in accordance with Philadelphia Academy Charter School's procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school-related publications or notices.

As part of the Philadelphia Academy Charter School's annual notification under FERPA, we designate for the school year 2011/12 the following types or categories of information as "directory information":

- Student name
- Participation in officially recognized activities, clubs, and sports
- Naming of student to the honor roll, National Honor Society or as valedictorian
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Examples of how and where Philadelphia Academy Charter School may disclose directory information include disclosing the directory information in the following, by way of example:

- Newsletters
- A playbill, showing student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- Companies or outside organizations that manufacture class rings or yearbooks
- Newspapers or other news sources
- Class lists
- Staff and/or student directories and/or listings
- School website
- School bulletin boards

These examples are for illustration only and are not an exclusive list of the manner in which directory information may be disclosed. This notice provides you as a parent or eligible student with an opportunity to object in writing to any or all of those types of information that the school has designated as directory information. You have the right to refuse to permit the release by notifying the school in writing that you do not want any or all of those types of information to be designated as directory information for your child or yourself.

Please submit any refusal with the types of information you wish removed from the list of directory information and mail your objection on or before September 30, 2011 to the Chief Executive Officer at: Philadelphia Academy Charter School (PACS), 1700 Tomlinson Rd., Philadelphia, PA 19116.

If you have any questions regarding this notice, please call or write the Chief Executive Officer of the Philadelphia Academy Charter School, 1700 Tomlinson Road, Philadelphia, PA 19116. *If you do not submit a written refusal on or before September 30th, then the school may disclose this directory information without your prior consent.*