



extent necessary to protect the health and safety of the child or others; or (8) that the public schools have designated as "directory information." Disclosure without consent of the parent is subject to certain conditions more fully described in the Family Educational Rights and Privacy Act, 20 U.S.C § 1332g, and its implementing regulation, 34 C.F.R. Part 99.

**Parent access.** Upon submitting a request to do so in writing, parents have the right to access the educational records of their child within forty five days or before any due process hearing or IEP team meeting, whichever is sooner. Access entitles the parent to the following: (1) an explanation and interpretation of the records by public school personnel; (2) copies of the records if providing copies is the only means by which the parent can effectively exercise his or her right of inspection and review; and (3) inspection and review of the records by a representative of the parent's choosing upon presentation to the records custodian of a written authorization from the parent. The public school can charge a fee not to exceed its actual costs for copying records.

**"Directory information."** Public school entities designate certain kinds of information as "directory information." The public schools of Berks County typically designate the following as "directory information": (1) the name, address, telephone number, and photographs of the child; (2) the date and place of birth of the child; (3) participation in school clubs and extracurricular activities; (4) weight and height of members of athletic teams; (5) dates of attendance; (6) diplomas and awards received; (7) the most recent previous institution or school attended by the child; and (8) names of parents, siblings, and other family members. The District will provide this information to any interested person, including armed forces recruiters who request it, without seeking consent from the parents of the student or the student. Parents who do not want the District to disclose such information *must so notify the District in writing on or before the first day of the school term.* Written notice must identify the specific types of directory information that the parent does not want the District to disclose without consent. If the parent fails to notify the District in writing by the first day of the school term, the District may release directory information upon request and without consent.

**Disclosure of records containing personally identifiable information to other schools and institutions.** Public school entities disclose personally identifiable information concerning students to educational agencies or institutions at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records.

**Access to records by school officials with a "legitimate educational interest."** School officials with a legitimate educational interest in the personally-identifiable information contained in education records can have access to personally identifiable information without parent or student consent. Each school entity designates in its education records policy those persons who have a "legitimate educational interest" that would allow such access to education records. Such persons typically include teachers of the child, building administrators, guidance counselors to whom the child is assigned, members of instructional support and multidisciplinary teams in the course of screening and evaluation activities, records custodians and clerks, public school administrators with responsibility for programs in which the student is enrolled or intends to be enrolled, school board members sitting in executive session in consideration of matters concerning the child upon which only the school board can act, program specialists and instructional aides working with the child, therapeutic staff working with the child, and substitutes for any of the foregoing persons

**Amendment of education records.** After reviewing records, a parent or a student who has attained the age of 18 can request that records be amended. The school will make the requested changes or reject the request within forty-five days of the receipt of the request in writing. If the school rejects the request, the parent or student may request an informal hearing. The hearing can be held before any public school official who does not have a direct interest in its outcome. If the parents are dissatisfied with the outcome of the informal hearing, they may submit to the public school a statement outlining their disagreement with the record. The school thereafter must attach a copy of that statement to all copies of the record disclosed to third parties.

**Complaints to the United States Department of Education.** Complaints concerning alleged failure of a public school entity to comply with the requirements of the Family Educational Rights and Privacy Act may be addressed to the United States Department of Education as follows:

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

More detailed information concerning the student records policies of each Berks County School entity, including information concerning the definition of the terms "directory information" and "school official with a legitimate educational interest," the process of excluding individual child information from disclosure as "directory information," and the process for seeking amendment of school records, can be obtained by contacting the Local School Entity at the addresses provided below.

**This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the responsible Berks County School entity listed below. For preschool age children, information can also be obtained, and screenings and evaluations requested, by contacting the Berks County Intermediate Unit.**

<b>Antietam School District</b> Special Education Department 201 N. 25th Street Reading, PA 19606 610-370-2898 ext. 1222 (FAX) 610-370-2981	<b>Kutztown Area School District</b> Student Services Department 251 Long Lane Kutztown, PA 19530 610-683-7361 (FAX) 610-683-0388
<b>Boyertown Area School District</b> Special Education Department 120 North Monroe St. Boyertown, PA 19512 610-473-3610 (FAX) 610-369-7353	<b>Muhlenberg School District</b> Special Education Department 827 Bellevue Ave. Laureldale, PA 19605 610-921-8034 ext. 3521 or 3522 (FAX) 484-334-6520
<b>Brandywine Heights Area School District</b> Special Education Department 200 West Weis Street Topton, PA 19562 610-682-5181 (FAX) 610-682-5184	<b>Oley Valley School District</b> Student Services Office 17 Jefferson Street Oley, PA 19547 610-987-4100 ext. 1187 (FAX) 610-987-4138
<b>Conrad Weiser Area School District</b> Special Education Department 200 Lincoln Drive Wernersville, PA 19565 610-678-9236 (FAX) 610-678-9279	<b>Reading School District</b> Special Education Department 800 Penn St. Reading, PA 19602 484-258-7111 (FAX) 610/371-4543
<b>Daniel Boone Area School District</b> Special Education Department 501 Chestnut Street Birdsboro, PA 19508 610-582-6167 (FAX) 610-582-6180	<b>Schuylkill Valley School District</b> Special Education Department 929 Lakeshore Drive Leesport, PA 19533 610-916-5744 (FAX) 610-916-4503
<b>Exeter Township School District</b> Special Education Department 200 Elm Street Reading, PA 19606 610-779-7102 (FAX) 610-779-7103	<b>Tulpehocken Area School District</b> Special Education Department 27 Rehrersburg Rd. Bethel, PA 19507 717-933-4611 ext. 2109 (FAX) 717-933-9724
<b>Fleetwood Area School District</b> Special Education Department 801 North Richmond Street Fleetwood, PA 19522 610-944-8111 ext. 1300 (FAX) 610-944-6842	<b>Twin Valley School District</b> Special Education Department 4851 North Twin Valley Road Elverson, PA 19520 610-286-8600 ext. 1621 (FAX) 610-286-8608
<b>Governor Mifflin School District</b> Special Education Department 10 South Waverly Street Shillington, PA 19607 610-775-5085 (FAX) 610-603-2211	<b>Wilson School District</b> Special Education Department 2601 Grandview Boulevard West Lawn, PA 19609 610/670-0180 ext. 2185 (FAX) 484-334-6445
<b>Hamburg Area School District</b> Special Education Department 701 Windsor Street Hamburg, PA 19526 610-562-2241 (FAX) 610-562-6736	<b>Wyomissing Area School District</b> Special Education Department 630 Evans Avenue Wyomissing, PA 19610 610/374-0739 ext. 1112 (FAX) 610-374-0948
<b>Berks County Intermediate Unit</b> 1111 Commons Blvd. PO Box 16050 Reading, PA 19612-6050 610/987-8511	<b>Berks County Intermediate Unit Early Intervention Program</b> 1111 Commons Blvd. PO Box 16050 Reading, PA 19612-6050 610-987-8543 (FAX) 610-987-8400

**I-LEAD Charter School**

401 Penn Street  
Reading, PA 19601  
484-220-0368 ext. 221