

Bristol Township School District

5 Blue Lake Rd
Levittown, Pennsylvania 19057-4014

Administrative Offices

267-599-2000

Request to Inspect Education Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records created or maintained by a school that receives federal funds. Parents/Guardians and students who have reached the age of 18 years old (“eligible student”) may request to inspect or obtain copies of their student/their own education records. The District is required to maintain records of requests to inspect student education records from parents/guardians and others.

If the Requestor is a third party (not a parent/guardian or eligible student) then Consent for Release of Education Records form must be completed by a parent/guardian/student(if 18 y/o) authorizing the District to provide access to that third party.

This form must be completed by anyone requesting to review a student’s records.

All requests will be responded to within a reasonable time not to exceed 45 days from the date of the request.

STUDENT INFORMATION:

Student Name: _____ Date of Birth: _____

Current Student

Grade: _____ School: _____

Former Student

Date of Graduation/Date Last Enrolled in District: _____ School: _____

RECORD REQUEST INFORMATION:

Name of Requester: _____

Relationship to Student: _____

Date of Request: _____ Records Requested (please specify): _____

Copies Requested: Yes / No *Please note that there may be a charge for copies of requested records.

FOR OFFICE USE ONLY

Building/Office to which request is directed: _____

Date by which request must be granted or denied (45 days): _____

Disposition of request (granted/denied & description): _____

Signature of person stating disposition: _____

Date: _____