

## **Family Educational Rights and Privacy Act of 1974 and Procedural Safeguards For Children in Early Intervention Services**

The Family Educational Rights and Privacy Act of 1974 (FERPA) and regulations limit who may see your child's records, and how and when records may be destroyed.

You have the right to see your child's early intervention records, to ask for changes if you see inaccuracies or if you believe statements might be misleading. You may request the removal of information that might affect your child's or your family privacy. You may add statements to the records if the changes you request are not made. These added comments must be provided whenever you authorize related information to be released.

Only people and agencies you authorize may have personal information about your child. Sunshine Therapy Club will not release information about your child to any unauthorized person or agency without your written permission.

FERPA requires that Sunshine Therapy Club and other early intervention providers comply with your request to inspect your child's records within 45 days. You have the right to review your child's Sunshine Therapy Club file and you may request copies through the agency.

In addition to following the other informal and formal conflict resolution procedures, complaints regarding violation of FERPA may be filled with the Family Compliance Office, U.S. Department of Education, Washington, DC 20202-4605. The complaint should be filed either within 180 days of the alleged offense or within 180 days of the day on which the parent became aware of the violation.

The Pennsylvania Department of Public Welfare regulations (*Procedural Safeguards for Children in Early Intervention Services: 55 PA Code Chapter 4225*) offer additional protections for families. You may request a copy of these *Procedural Safeguards* through our agency.