



## Manheim Township School District

P.O. Box 5134, Lancaster, PA 17606-5134

Phone: 717-569-8231

Fax: 717-569-3729

www.mtwp.net

TO: Children and Youth Agency

FR: Katherine Setlock *hms*  
Director of Pupil Services

RE: Request for Student Information

DT:

Thank you for contacting the District requesting education records for \_\_\_\_\_. The District understands your need for information, but also recognizes its legal responsibilities regarding the release of protected student information to outside agencies without prior written consent of the parent/guardian.

The Family Educational Rights and Privacy Act ("FERPA") permits the District to disclose student records to CYA when the individual from CYA requesting the records has the authority to access the student's case plan, and when CYA is legally responsible, under Pennsylvania law, for the care and protection of the student.

The District will provide the requested records upon the receipt of a written statement that:

- Indicates that the individual requesting protected student records has the right to access the student's case plan, and is the student's case worker or supervisor or manager of the student's caseworker, and
- Indicates that CYA has "legal custody or is otherwise legally responsible for the care and protection of the child" under Pennsylvania law.

The District may also release the requested student records if presented with a lawfully issued subpoena or court order.

Without submission of the information outlined above, the District is unable to release any student records that are protected by FERPA without the prior consent of the parent/guardian.