

STUDENTS

3570F

Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

The Charter School will maintain a file for each student that shall contain information including but not limited to the following:

1. Basic identifying information;
2. Academic transcripts;
3. Attendance record;
4. Immunization records;
5. Intelligence and aptitude scores;
6. Psychological reports;
7. Achievement test results;
8. Participation in extracurricular activities;
9. Honors and awards;
10. Teachers' anecdotal records;
11. Special education files;
12. Verified reports or information from non-educational persons;
13. Verified information of clear relevance to the student's education;
14. Information pertaining to release of this record; and
15. Disciplinary information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within a reasonable time of the day the Charter School receives a request for access:** Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the Executive Director and/or Principal or appropriate Charter School official a written request that identifies the records they wish to inspect. The Executive Director and/or Principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

The Charter School charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

When the student reaches eighteen (18) years of age, or is attending an institution of post-secondary education, all rights and privileges accorded to the parent become exclusively those of the student.

- 2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, irrelevant, or improper:** Parents/guardians or eligible students may ask the Charter School to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Executive Director and/or Principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the Charter School decides not to amend the record as requested by the parent/guardian or eligible student, the Charter School will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- 3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent:** Disclosure is permitted without consent to Charter School officials with legitimate educational or administrative interests. A Charter School official is a person employed by the Charter School as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the Board of Directors; a person or company with whom the Charter School has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist; or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another Charter School official in performing his or her tasks.

A Charter School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Charter School will disclose education records without consent to officials of another charter school or school district in which a student has enrolled or intends to enroll, as well as to any person specifically required by state or federal



law. Before information is released to individuals described in this paragraph, the parent/guardian will receive written notice of the nature and substance of the

information and an opportunity to inspect, copy, and challenge such records. The right to challenge Charter School student records does not apply to:

- A. Academic grades of their child, or
- B. References to expulsions or out-of-school suspensions

if the challenge is made at the time the student's Charter School student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent/guardian can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

- 4. **The right to a copy of any Charter School student record proposed to be destroyed or deleted.**
- 5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the Charter School may release directory information regarding students, limited to their:

- A. Name;
- B. Address;
- C. Gender;
- D. Grade level;
- E. Birth date and place;
- F. Parents'/guardians' names and addresses;
- G. Academic awards, degrees, and honors;
- H. Information in relation to Charter School-sponsored activities, organizations, and athletics;
- I. Major field of study; and
- J. Period of attendance at the Charter School

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Executive Director and/or Principal within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.



- 6. The right to request that that information not be released to military recruiters and/or institutions of higher education:** Pursuant to federal law, the Charter School is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parents/guardians and eligible students may request that the Charter School not release this information, and the Charter School will comply with the request.

- 7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter 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, SW
Washington, DC 20202-4605