

## Student Records Policy

The School will allow access to records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, parents have the right to inspect student records. Parents are required to submit their request to inspect student records in writing to the School Leader to allow him/her to schedule a reasonable and appropriate time and date for the parent to review the record. Records will be provided for parental inspection only under the direct supervision of School Leader or his/her designee. The School must comply with the parent's request for inspection within forty-five (45) days. Copies of records only will be provided as required under FERPA.

Parents have the right to request corrections to student records. Requests for corrections must be submitted in writing to the School Leader in a letter that includes the basis for such correction. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Parents and students eighteen or older (or a former student eighteen or older) have the right to request a school to amend information contained in the student's records that is deemed inaccurate, misleading, or violation of the student's privacy or other rights.

1. Parents and students eighteen and older must submit requests for correction in writing to the School Leader in a letter that includes the basis for such correction.
2. The School Leader must respond to the request in writing or in person within fourteen (14) days of receipt as to whether or not the school will comply with the request.
3. If the school refuses to amend the record, it must inform the requesting parent or student and advise him/her of the right to a hearing.
4. The parent or student can then request a hearing in writing to the Chairperson of the Board of Directors.
5. The Chairperson responds to the hearing requests in writing within thirty (30) days.
6. Hearings will be scheduled for the Board meeting that immediately follows the date of the Chairperson's response and the requesting parent or student must be given notice of the date, place, and time of the hearing.
7. Regardless of the decision whether or not to change the record, the decision must be put in writing and must include a summary of the evidence presented and reasons for decision.
8. If the school determines that the record in question should be amended, the school must do so and notify the parent or student in writing.
9. If the school determines that the record in question should not be amended, the school must inform the parent or student of the right to place in the student's records a statement commenting upon the challenged information and/or setting forth any reasons for disagreeing with the school's decision.

Parents have the right to file a complaint with the Department of Education if they think the school is not complying with the federal laws or regulations regarding student records.

## **Non-Custodial Parent Records Access and Release**

The School will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

Only the custodial parent can have access to Due Process where the child is classified as being handicapped and only the custodial parent can make decisions about the child.

Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians.

The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

## **Student Directory Information**

While FERPA permits schools to adopt a policy allowing the release of Directory Information Policy under which "directory information" concerning students may be released to the public under certain circumstance, schools are not required to do so. Whereas the School has not adopted such a policy, the School's practice in compliance with FERPA is not to release education records or personally identifiable information in the absence of explicit consent from a parent or student over the age of eighteen.