



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

(Agenda Item 8.a.3 / Resolution No. 2015-030315-8.a.3)

The Charter School of Inquiry (CSI) will follow all applicable requirements of the IDEA and the Family Educational Rights and Privacy Act (FERPA) and implement regulations relating to the confidentiality of student records (34 CFR §300.610-627 and 34 CFR Part 99).

In accordance with FERPA, parents will be allowed to inspect and review all of their student's educational records maintained by the Charter School of Inquiry. CSI will comply with a parent/guardian's request for access without undue delay, but in no case more than 10 days after it has received the request.

Parents have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or guardian then has the right to a formal hearing. After the hearing, if the school decides not to amend the record, the parent or guardian has the right to place a statement with the record setting forth his or her view about the contested information.

Before CSI makes such a disclosure of personally identifiable information relating to a student, the school will obtain a signed and dated written consent of the parent/guardian. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

All files that are required by law to be kept confidential shall be kept under lock, in a place and manner that restricts access to where such records are kept to only those individuals who are authorized to view these records.

The Charter School of Inquiry will ensure that the appropriate staff members receive the most current IEP for a student, and a record/log of such contact shall be kept at the school.

All appropriate staff members will be trained in the requirements, and the Head of School, or designee, will be responsible for ensuring the confidentiality of personally identifiable information within student records. Training in these matters will be provided for school staff at the beginning of each school year.

_____, Secretary _____ Date