



EXCELLENCE WITHOUT EXCUSES

CHARTER DAY SCHOOL, INC.

January 25, 2020

To: All Students and Parents of the Schools managed by The Roger Bacon Academy

From: Charter Day School, Inc. Board of Trustees

Memo: Parent Student Handbook Amendment #0200125

Student Records (page 27):

~~Confidentiality of all student records is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The School cannot make available any student information to unauthorized persons. Any alleged failures to comply with FERPA can be reported to the U.S. Department of Education.~~

● ~~**Review, Release of Records to Parent, Guardian or Eligible Student**~~

~~A parent, guardian or eligible student (one who is at least 18 years old or is married) will be allowed access to the student's records upon proper request. A formal review of a student's complete records will be conducted only in the presence of the Headmaster or his or her designee.~~

● ~~**Release of Records to Others**~~

~~Student records will be released promptly upon request from any school to which a student transfers, and in other circumstances specifically permitted by law. Written permission by a parent, guardian or eligible student is required for the release of a student's records in any other circumstance.~~

● ~~**Right to Opt Out**~~

~~Prior to any disclosure of personally identifiable information from student records, parents will be provided the right to give written consent as defined under state and federal law. Parents also have the right to opt out of disclosure of directory information and protected information surveys under the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h.~~

[The Family Educational Rights and Privacy Act \(FERPA\) \(20 U.S.C. § 1232g; 34 CFR Part 99\) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.](#)

[FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."](#)

[Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.](#)

Parents or eligible students 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 eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. 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.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
