

**BRIDGES PREPARATORY ACADEMY
STUDENT RECORDS POLICY**

**THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) RIGHT
TO INSPECT AND AMEND EDUCATIONAL RECORDS**

Notice of Rights Under the Family Educational Rights and Privacy Act ("FERPA") and
Authorization to Release Student Directory Information

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit a written request to the School administrator, or appropriate school official, that identifies the record(s) they wish to inspect. The School administrator, or appropriate official, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School administrator, or appropriate official, clearly identifying the part of the education record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to a School Official with a legitimate educational interest in the education record. A "School Official" is a person employed, contracted, or volunteering with the School in an administrative, supervisory, academic or support staff position, including but not limited to, School staff (whether employed directly by the Board or by a third party on behalf of the Board); a member of the School's Threat Assessment Team; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); and a person serving on the Board. A School Official has a "legitimate educational interest" in an education record when the School Official needs to review the

record in order to fulfill his or her responsibility on behalf of the School, such as when the School Official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, or assisting with the college application procedure; or any other purpose that the Board deems necessary as related to a student's education.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

5. The School intends to forward any and all education records to another educational agency or institution which has requested such records for the purpose of the student's potential enrollment at that educational agency or institution. The student's parents or eligible student, upon request, may receive copies of the records disclosed and have the opportunity to request a hearing to challenge the content of the record. The School has the discretion of which education records to disclose to the potential new school and FERPA does not provide parents, or an eligible student, the right to prevent such disclosure or prevent the School from communicating general information about the student to the school in which the student seeks to or intends to enroll.

Student Directory Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records and it is the School's policy not to release student records without the consent of the parent or guardian or as otherwise required by law. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s)/guardian(s) inform the School in writing not to release such information. The School notifies parents and students which information it has designated as directory information annually through the parent/student handbook.

Access by Military Recruiters/Institutions of Higher Education

Beginning when a student enters ninth grade, two federal laws require the School to provide military recruiters, upon request, with student names, addresses, telephone listings, and electronic mailing addresses (if those electronic mailing addresses are provided by the School) unless parents have advised the School, in writing, that they do not want their student's information disclosed without their prior written consent.