



STUDENT/EDUCATION RECORDS POLICY

Allegiance STEAM Academy - Thrive takes the responsibility of maintain secure and confidential student/education records seriously.

An education record is any written or computerized document, file, entry, or record containing information directly relating to a student that is compiled and maintained by ASA Thrive. Such information includes but is not limited to:

1. Date and place of birth; parent and/or guardian's address, and where the parties may be contacted for emergency purposes.
2. Grades, test scores, courses taken, academic specializations and school activities;
3. Special education records;
4. Disciplinary records;
5. Medical and health records;
6. Attendance records and records of past schools attended;
7. Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student.

At the beginning of each school year, in addition to the notice required for directory information, ASA Thrive will provide parents with a notice of their rights under FERPA. The notice shall inform the parents that they have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that the parent believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent; and
- File with the Department of Education a complaint concerning alleged failures by ASA Thrive to comply with the requirements of FERPA and its promulgated regulations.

- Request that ASA Thrive not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

- The procedure for exercising the right to inspect and review educational records.
- The procedure for requesting amendment of records;
- A statement that ASA Thrive forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

Copies of Education Records

ASA Thrive will provide copies of requested documents within 30 days of a request for copies. ASA Thrive will charge reasonable fees for copies it provides to parents, unless it effectively prevents a parent from exercising the right to inspect and review the education records. The charge will not include a fee to search for or to retrieve the education records.

Request for Amendment to Education Records

If upon review, a parent discovers any information or notation that is factually inaccurate, misleading or in violation of the student's right of privacy, he or she may request, in writing, that ASA Thrive amend the record. The request must be submitted within thirty (30) days of the discovery of the inaccurate or misleading information or a violation of the student's right of privacy. ASA Thrive will respond within ten (10) days of the receipt of the request to amend. ASA Thrive's response will be in writing and if the request for amendment is denied, ASA Thrive will set forth the reason for the denial and inform the parent of his or her right to a hearing challenging the content of the education record.

Hearing to Challenge Education Record

If ASA Thrive denies a parent's request to amend an education record, the parent may request in writing that he/she be given the opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.

The hearing to challenge the education record shall be held within 30 days of the date of the request for a hearing, notice of the date, time and place of the hearing will be sent by ASA Thrive to the parent no later than 20 days before the hearing.

The hearing will be conducted by the CEO/Principal or designee. The parent will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent may also, at his/her own expense, be assisted or represented by one or more individuals of his/her choice, including an attorney. The CEO/Principal or designee's decision will be based solely on the evidence presented at the hearing. Within 30 days of the conclusion of the hearing, ASA Thrive's decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, ASA Thrive decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the parent of the amendment in writing.

If, as a result of the hearing, ASA Thrive decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of ASA Thrive, or both. If ASA Thrive places a statement by the parent in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

Record Keeping Requirements

ASA Thrive will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student for as long as the records are maintained. For each request, the record must include the following information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

For disclosures of personally identifiable information to institutions that make disclosures of the information on behalf of ASA Thrive in accordance with 34 C.F.R. 99.33(b), the record must include the names of the additional parties to which the receiving party may disclose the information on behalf of ASA Thrive and the legitimate interests that each of the additional parties has in requesting or obtaining the information.

These record keeping requirements do not apply to requests from or disclosure to parents. School officials with a legitimate purpose of inspecting the records, a party with written consent from the parent, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

Approved by ASA Board 4-29-18

The records relating to disclosures of personally identifiable student information may be inspected by parents, School officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of ASA Thrive.