



Las Américas ASPIRA Academy SCHOOL POLICIES

Policy Title: The Family and Educational Rights and Privacy Act (FERPA)	Date Adopted: 10/27/16
Policy #: 2003	Date Revised: n/a
Purpose: To inform parents and eligible students of the federal law that protects the privacy of student records.	
Scope: All parents/guardians of LAAA students.	

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/Guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Parents/Guardians or eligible students should submit a written request (*) to the Head of School that identifies the record(s) they wish to inspect. LAAA will make those records available within 45 days of the day the school receives the request for records. LAAA will make arrangements for access and will notify the parent/guardian or eligible student of the time and place the record could be inspected. Schools may charge a fee for copies.

(*) For your convenience, please see attached a written request form.

- Parents/Guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. The Parent/Guardian or eligible student should submit a written request to the Head of School that identifies the inaccurate or misleading information that is being requested to be corrected and the reason why they believe the information is 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. LAAA will notify the parent/guardian or eligible student in regards of the hearing procedures. 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/guardian 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.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520



Las Américas ASPIRA Academy

Request of students records pursuant The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

This form should be submitted to the
Head of School Sra. Margie Lopez-Waite, FERPA School Coordinator.

Parent/Guardian/Eligible Student Name: _____

Name of the student of which records are being requested: _____

DOB of student of which records are being requested (MM/DD/YYYY): _____

Date of Request (MM/DD/YYYY): _____

Address: _____

Street address

City

State

Zip Code

Telephone (optional): _____

Email (optional): _____

Records Requested (Be specific, describe type of records, dates, parties, subject matter, etc.).
Use additional paper if needed.

NOTES:

- There may be a cost involved in responding to your request if copies are being requested.
- You will receive an initial response within 15 business days from the initial receipt or your request. This response may be to provide you with access to the records, deny your request, or state that additional time is needed.