

Student Records and Release of Information

The School maintains records of students. The School prohibits the release of personally identifiable information except as is permitted by law or by this policy manual. The Student Record File is available to the student, the Student's Parents/legal guardians, or school officials who have a legitimate purpose for accessing the File.

Access By Parents & Students

The student's parents/guardian, or if the student is eighteen (18) years of age or older, the student himself/herself, may request to:

- *Inspect and Review Education Records.* Records requests are to be made in writing and shall be conducted within forty-five (45) days of the School's receipt of the request.
- *Challenge the accuracy of information contained in the records.* A parent or qualifying student may challenge the content of such student's education records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy rights of students. The School shall provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data and to insert into such records a written explanation of the parents respecting the content of such records. Should the School decide not to amend the records, the School shall advise the requesting party of their right to a hearing regarding the request for amending the record.
- *Authorizing Release of Written Information.* Records requests by parents/guardians or eligible children are to be made in writing.

Release of Information

The School may release "directory information" as provided under Ohio and Federal law. Directory information includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, date of graduation, sports and activities participated in, degrees; honors and awards received; most recent educational agency or institution attended, and in the case of athletic team members, the height and weight of the student. If the School chooses to issue personally identifiable information, then it must provide a proper notice.

The School may release "personally identifiable information" in certain instances. This information may be released to/for:

- *School Officials.* Teachers and other School Officials having legitimate educational interests may make access a student's records. A legitimate educational interest includes: accessing the record pertains to a task in the official's job description, contract, or other document of employment; pertains to a task relating to educating, disciplining, or

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- providing service to the student or the student's family; or any other purpose the School deems necessary.
- *Officials in Other Schools.* Officials of other schools may have access when the student intends to enroll. Parents must be notified and given an opportunity to challenge the content of the record.
 - *State and Federal Officials.* State and federal officials may access a student's record for purposes of audits and law enforcement investigations.
 - *Financial Aid.* Persons requesting such records in connection with the student's application for financial aid;
 - *Military Recruiters.* Pursuant to Ohio and Federal Law, the School will provide student information of students in grades ten (10) through twelve (12), upon request to any recruiting officer for any branch of the United States armed forces who requests such information. Any data received by a recruiting officer shall be used solely for the purpose of providing information to students regarding military service and shall not be released to any person other than individuals within the recruiting services of the armed forces. The School will provide notice that a student's parent, guardian, or custodian may request in writing that the School not release the information to military recruiters. Upon receiving such a written notice, the School will not release the student's information.
 - *Anti-Terrorism Purposes.* In certain instances, student records may be obtained by an Assistant U.S. Attorney General or higher-ranking federal official.
 - *Court Orders or Subpoenas.* Student records may be produced in response to a court order or a lawfully issued subpoena.
 - *Missing Children.* Information may be provided to a law enforcement officer when the officer indicates an investigation is ongoing and the student may be or is a missing child, as defined by the Revised Code.
 - *Personal Knowledge.* A School Official may release information when it is obtained through the official's personal knowledge or observation and not the education record.
 - *Ohio Department of Education Requests.* The School shall provide the Ohio Department of Education (ODE) with student information when (1) a testing company has notified the ODE that the student's written response to a question included threats or descriptions of harm to another person or the student's self and the information is necessary to enable the department to identify the student, (2) the ODE requests information to respond to an appeal from the School on an achievement test, or (3) to determine if the student satisfies alternative conditions for a high school diploma.

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- *The School's Sponsor.* The School may provide its Sponsor with access to student or other records if agreed to and required in the School's Charter Contract with its Sponsor.
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- *Health & Safety Emergency.* The School may disclose personally identifiable information to necessary parties if knowledge of the information is necessary to protect the health or safety of a student or others. The school must determine and record the articulable and significant threat.

Transfer of Records

The School shall transfer all records to another school upon being notified the student has transferred and the transferring school requests the records files.

When a request is made for student records by a school enrolling a former student placed in foster care, the School shall transfer these records within one (1) school day of the request from the enrolling school.

Security of Records

To maintain the security and confidentiality of the documents, the School shall require an employee to be present when records are inspected. The School shall also maintain a record log of all persons whom access a student's records. The log must identify (1) all individuals and agencies that are granted access and (2) a statement regarding the legitimate interest in obtaining student information. The student log must be signed by employees of the School as well as non-school employees.

Safe at Home Program

If a parent, student, or member of a student's household is a participant in Ohio's Safe at Home or Address Confidentiality program, the student or student's parent must notify the School of the same and provide certification of their participation.

The School shall not include a student's actual or confidential residential address in any student files or records (including electronic records and files) or disclose the student's actual or confidential residential address when releasing student records. The School shall only use the address designated by the Ohio Secretary of State for the participant student for student records, including the release of the same to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law. The student's actual or confidential address shall be maintained in a separate confidential file which shall not be accessible to the public or employees without a legitimate purpose.

The School shall use the student's designated address for all communications and correspondence unless instructed otherwise by the parent or adult student.

Disseminating this Policy

Adopted March 28, 2018

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In accordance with federal law, parents shall be informed on an annual notice regarding their rights under this policy, state law, and federal law. The form shall specifically state what information is considered "directory information." A parent may object within ten (10) days of the receiving the notice. Upon receiving notice from the parent, the School shall not release such information without obtaining consent. The notice form is provided at 3810.2.

Federal: 34 C.F.R. 99.3, 20 C.F.R. 1232g (a)(2)(5).

Cross Reference: Policy 1741, Public Records Access Policy; Policy 1742, Internet Public Record Redaction Policy; Policy 1743, Retention, Management, and Disposal of Records; Policy 3833, Tracking Missing Children; Policy 3831, Student Records and Release of Information; Policy 5810, Personnel Records File; Policy 3832, Confidential and Public Records.

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, and Ohio Law require the School to protect the privacy of student records.

As a parent you, or your child—if your child is 18 or older—has the right to inspect and review the student’s education records, request that the School correct records, and provide written permission to release student records. All requests to inspect, review, and release are to be done in accordance with the School’s policies.

While the School generally must obtain your written consent prior to disclosing personally identifiable information from your child’s education records, the School may disclose appropriately designated “directory information” without written consent, unless you have advised the School otherwise.

The primary purpose of directory information is to allow the School to include directory information from your child’s education records in certain school publications. Examples include: the annual yearbook, Honor roll or other recognition lists, and Graduation programs.

Directory information may be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The School has designated the following information (denoted by “X” marks) as directory information:

	Name		Major Field of Study		Honors & awards
	Address		School Related Publications		Weight & Height of Athletic Team Members
	Telephone Number		Grade Level		Enrollment Status
	Email Address		Dates of Attendance		Student Directory
	Photograph		Date of Graduation		yearbook
	Date/Place of Birth		Sports & Activities		Student ID number, user ID, or other unique identifier (excluding a

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					SSN)
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If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by within ten (10) days of receiving this notice. Notice in writing may performed by completing this form. Additionally, FERPA and Ohio law authorize disclosure of personally identifiable information in certain instances without consent. These exceptions include:

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- appropriate parties in connection with financial aid;
- state and Federal Officials for purposes of audits and law enforcement investigations;
- in response to court orders and subpoenas;
- military recruiters unless the parent requests in writing that the School not release the student's information;
- anti-terrorism purposes;
- cases of missing children;
- Ohio Department of Education requests; and
- the School's Sponsor.

Note: this form should only be completed if you want to opt out of the School's Directory Information. If you wish for the School to include your child's directory information, do not complete and return this form.

I, _____ (parent's name) do not want my student's directory information used without my permission.

Name of Student: _____ Date: _____

Parent/Guardian Signature: _____

Request and Consent for Release of Records

If the student is under the age of 18, the student's parent/guardian must complete this form.

Student's Full Name _____ Date of Birth _____

Address _____

Telephone _____ E-Mail _____

My relationship to the Student is: (Please "X" the appropriate box)

	I am the parent/guardian/custodian of the student & the student is under the age of eighteen (18).
	I am the student and am eighteen (18) years of age or older.

Release the following records: (Please "X" all that apply)

Academic Transcripts	Health Records
Attendance Record	Psychological /Test Results
Standardized Test Results	Disciplinary Records
IEP/ Special Education Records	IEP/Special Education Records
Ohio Proficiency Test Results	

The above records may be released and/or used by the following individual or organization:

Name: _____ Phone: _____

Mailing Address: _____

State the reason(s) for disclosing the records: _____

I authorize the School to release the records as indicated above. I understand that I am not required to release these records. I understand that if copies of the above records are released to the above parties, the School is relieved of the confidentiality of those records.

Signature: _____ Date _____

REGISTRAR - PLEASE COMPLETE & RETURN TO REQUESTOR

The Above Records Request was: (mark all that apply)

	Completed on ____ (date) and was sent via: _____
	Not completed because: _____
	Other: _____

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Registrar: _____ Date _____

Adopted March 28, 2018

Confidential & Public Records

With reasonable notice, the School will allow any person to inspect the School's public records. Inspections are to be conducted during the office's regular business hours and in the presence of an employee or representative of the School. Original records may not be removed unless authorized.

Public Record is defined to be consistent with Ohio Revised Code 149.43.

Copies of the records are available for a fee. The fee is limited to the cost of the copies.

The School shall treat as confidential all records from state agencies that are treated as confidential. The information shall be held as confidential unless directed by law or court.

Ohio: R.C. 149.43.

Cross Reference: Policy 1741, Public Records Access Policy; Policy 1742, Internet Public Record Redaction Policy; Policy 1743, Retention, Management, and Disposal of Records; Policy 3831, Student Records and Release of Information; Policy 3833, Tracking Missing Children; Policy 5810, Personnel Records File.

