

F.E.R.P.A. NOTICE

STUDENT RECORDS

Student Records, Policies and Procedures for

ACADEMY OF TRADES AND TECHNOLOGY

DEFINITIONS

For the purposes of this policy, ACADEMY OF TRADES AND TECHNOLOGY (ATTHS) has uses the following definitions:

1. Students—any person who attends or has attended a school in the ATTHS.
2. Eligible student—a student or former student who has reached age 18 or is attending a postsecondary school.
3. Parent—either natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student’s parent or guardian.
4. Education Records—any record (in handwriting, print, tapes, film, or other medium) maintained by the ATTHS, or an agent of the ATTHS which contains information directly related a student except:
 - a) A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
 - b) Records created and maintained by the ATTHS Law Enforcement Unit for law enforcement purposes.
 - c) An employment record which relates exclusively to an individual in his or her capacity as an employee of ATTHS and which is not available for any other use.
 - d) Alumni records which contain information about a student after he or she is no longer in attendance at the ATTHS and which do not relate to the person as a student.

ANNUAL NOTIFICATION

Parents will be notified of their FERPA rights annually by publication in their child’s student handbook.

PROCEDURE TO INSPECT EDUCATION RECORDS

Parents or eligible students should submit to the student’s school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access will be given in 45 days or less from the date of receipt of the request.

When a record contains information about students other than a parent’s child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

REFUSAL TO PROVIDE COPIES

ATTHS reserves the right to deny a parent or eligible student a copy of the student's education records in the following circumstances, unless failure to provide a copy would effectively prevent the parent or eligible student the right to inspect and review the records:

1. The parent or student has an unpaid financial obligation to ATTHS.
2. The education record requested is an exam or set of standardized test questions. (An exam or standardized test which is not directly related to a student is not an education record subject to FERPA's access provisions.)

FEE FOR COPIES OF RECORD

The fee for copies will be \$.50 per page.

DISCLOSURE OF EDUCATION RECORDS

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ATTHS may disclose educational records to the following individuals without prior consent of the parent or student:

1. To School officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the School as an administrator, supervisor, instructor, or support staff member, including health or medical staff;
- A person elected to the ATTHS Governing Council;
- A person employed by or under contract to the ATTHS to perform a special task, such as an attorney, auditor, medical consultant, or therapist;
- A person who is employed by the ATTHS Law Enforcement Unit; or
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement;
- 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 healthcare, counseling, job placement, or financial aid; or
- Maintaining the safety and security of the campus.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the ATTHS.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student if the student is a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To individuals requesting directory information so designated by the ATTHS.

RECORD OF REQUESTS FOR DISCLOSURE

The ATTHS will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.