SCHOLAR RECORDS

College Bound Academy will abide by the Family Educational Rights & Privacy Act (FERPA), and align its implementation with that of Tulsa Public Schools. FERPA affords parents and scholars over 18 years of age ("eligible scholars") certain rights with respect to the scholar's education records. These include:

- The right to inspect and review the scholar's education records within 45 days of the day the school receives a request for access. Parents or eligible scholars should submit to administration or designee a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.

- The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate, misleading or otherwise in violation of the scholar's privacy rights under FERPA. Parents or eligible scholars who wish to ask the school to amend a record should write administration or designee, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar 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 scholar when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education

- Additional rights under the Protection of Pupil Rights Amendment (PPRA) afford parents certain rights regarding the administration of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
- Consent before scholars are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - Political affiliations or beliefs of the scholar or scholar's parent;
  - Mental or psychological problems of the scholar or scholar's family; o Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the scholar or parents; or
  - Income, other than as required by law to determine program eligibility.
  - Receive notice and an opportunity to opt a scholar out of:

§ Any other protected information survey, regardless of funding;
§ Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a scholar, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
§ Activities involving collection, disclosure, or use of personal information obtained from scholars for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use:
- Protected information surveys of scholars;
- Instruments used to collect personal information from scholars for any of the above marketing, sales or other distribution purposes; and
- Instructional material used as part of the educational curriculum.
- Parents and eligible scholars may obtain a copy of the district's scholar records policy from administration or designee.
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA or PPRA. The name and address of the office that administers FERPA and PPRA are:

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