

Annual FERPA Notice

Notice of Rights Under the Family Educational Rights and Privacy Act

Academy Del Sol Charter School

Effective Date: [Insert Effective Date] · School Year: [Insert School Year]

TEMPLATE NOTICE: This FERPA Annual Notice is provided as a template for Academy Del Sol. The notice should be reviewed by qualified legal counsel and customized to reflect ADS's specific directory information categories and opt-out procedures before publication. Items in **[brackets]** require customization. FERPA requires schools to provide this notice annually.

Your Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their child's education records. These rights transfer to the student when the student turns 18 years of age or attends a school beyond the high school level ("eligible student").

Academy Del Sol provides this annual notice to inform parents and eligible students of their rights under FERPA. Those rights are described below.

1. The Right to Inspect and Review Education Records

Parents and eligible students have the right to inspect and review the student's education records maintained by Academy Del Sol within 45 days after the day Academy Del Sol receives a request for access.

Parents or eligible students should submit a written request to the school office identifying the records they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. There is no charge for inspection, though copies of records may be subject to reasonable copying fees as permitted by law.

2. The Right to Request Amendment of Education Records

Parents and eligible students have the right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should submit a written request to the school office, clearly identifying the part of the record they want changed and explaining why it should be changed.

If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and inform them of their right to a hearing. Additional information about hearing

procedures will be provided when notified of the right to a hearing.

3. The Right to Provide Written Consent Before Disclosure

Parents and eligible students have the right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" includes:

- Teachers, administrators, support staff (including health, athletic, and aftercare staff)
- Board members in their official capacity
- Persons or companies with whom the school has contracted as its agent to provide a service (such as an attorney, auditor, medical consultant, or technology vendor)
- Parents or students serving on official school committees, or assisting another school official in performing tasks

A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill their professional responsibilities for Academy Del Sol.

Upon request, Academy Del Sol discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

4. The Right to File a Complaint with the U.S. Department of Education

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Academy Del Sol to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
studentprivacy.ed.gov

5. Directory Information

FERPA also permits the disclosure of personally identifiable information from education records, without consent, if the school has designated that information as "directory information." Directory information is information that, if disclosed, would not generally be considered harmful or an invasion of privacy.

Academy Del Sol designates the following categories as **directory information**:

- Student's name
- Photograph or video image
- Date and place of birth
- Major field of study / grade level
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Most recent educational agency or institution attended

[Customize the directory information categories above to reflect ADS's actual designated directory information.]

How to Opt Out of Directory Information Disclosures

Parents and eligible students may opt out of directory information disclosures by submitting a written request to the school office. To opt out, please contact your campus office (Star Valley at (520) 789-7731 or Roger Road at (520) 325-2800) to request the directory information opt-out form. Completed forms should be returned to the school office within **[insert number of days, e.g., 30 days]** of the start of the school year, or within **[insert number of days]** of enrollment if the student enrolls after the school year has begun.

Important note: Opting out of directory information disclosures may mean your child's name, photograph, or other directory items will not appear in school publications such as yearbooks, programs, honor roll lists, or news features about school events.

Military Recruiters and Institutions of Higher Education

Federal law also requires schools to release certain student information (names, addresses, telephone listings) to military recruiters and institutions of higher education upon request, unless a parent or eligible student has opted out. **[Note: This typically applies to secondary schools and may or may not be applicable to ADS as a K-8 school. Review with counsel.]**

Contact Academy Del Sol

For questions about FERPA, your rights as a parent or eligible student, or to request access to or amendment of education records, please contact:

Academy Del Sol

Star Valley Campus (Firebirds)
7102 W. Valley Crest Pl., Tucson, AZ 85757
(520) 789-7731

Roger Road Campus (Roadrunners)
732 W. Roger Rd., Tucson, AZ 85705
(520) 325-2800

Email: info@academydelsol.com

Website: academydelsol.com

This FERPA Annual Notice is a template and should be reviewed and customized by qualified legal counsel before annual distribution to families. Schools are required to distribute this notice annually under 34 CFR § 99.7.