

## Bellevue-Santa Fe Charter School Family Educational Rights and Privacy Act (FERPA) Policy

Supplemental Notification of Rights under Family Educational Rights and Privacy Act of 1974 (FERPA) as amended (FERPA, 34 Code of Federal Regulations, Part 99) and to state laws and regulations regarding educational records, privacy, and confidentiality.

The Family Educational Rights and Privacy Act (FERPA) affords parents/legal guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day Bellevue-Santa Fe Charter School (BSFCS) receives a request for access. Parents/Legal guardians or eligible students should submit to the administrator or designee a written request that identifies the record(s) they wish to inspect. The administrator or designee will make arrangements for access and notify the parent/legal guardian or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent/legal guardian or eligible student believes are inaccurate. Parents/Legal guardians or eligible students may ask the administrator or designee to amend a record that they believe is inaccurate. They should write the administrator or designee, clearly identify the part of the record they want changed, and specify why it is inaccurate. If BSFCS decides not to amend the record as requested by the parent/legal guardian or eligible student, BSFCS will notify the parent/legal guardian or eligible student 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/legal guardian or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’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 BSFCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the BSFCS Governing Board; a person or company with whom the School has contracted to perform a special task (including, but not limited to, an attorney, auditor, consultant, or therapist); or a parent/legal guardian or student 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 record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by BSFCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

**Governing Board Adopted 1.17.19**