



## **Family Educational Rights and Privacy Act (FERPA) Policy**

The Family Educational Rights and Privacy Act (“FERPA”) affords parents of students under the age of 18 certain rights with respect to their education records. When a student reaches 18 years of age or attends a postsecondary institution, the student becomes an “eligible student,” and all rights under FERPA transfer from the parent to the student. FERPA rights include:

1. The right to inspect and review the student’s education records within forty (45) days after the day Lifeline Education Charter School (“Lifeline”) receives a request for access. A parent or eligible student should submit to the Registrar or Business Office a written request that identifies the record(s) the individual wishes to inspect. The appropriate school personnel will make arrangements for access and notify the parent 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 or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

The request to amend a record should be submitted to the Registrar or Business Office in writing, clearly identifying the part of the record that is to be changed, and specify why it should be changed. If Lifeline decides not to amend the record as requested, Lifeline will notify the individual in writing of the decision and the parent or eligible student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Lifeline discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. In the absence of the written consent, FERPA permits an educational agency or institution to disclose PII from an education record of a student if the disclosure meets one or more of the conditions outlined in 20 U.S.C. § 1232g(b) and (h) – (j) and 34 CFR § 99.31.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lifeline to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

## Definitions

**Consent:** Consent means that: (1) parents have been given all information, in their native language or other mode of communication, that is relevant to any activity for which their consent is sought; (2) parents understand and agree in writing to that activity, and the consent form they sign contains a description of the activity and a list of records that will be released and to whom the records will be released in order to initiate or implement the activity; and (3) parents understand that their consent is voluntary and may be revoked at any time; however, their withdrawal of consent does not negate an action that has already occurred.

**Educational Record:** An “educational record” is any written or computerized document, file, entry, or record regarding a student that is compiled by Lifeline. Such information includes but is not limited to:

- a) Date and place of birth, parent and/or guardian’s address, and where the parties may be contacted for emergency purposes;
- b) Test scores, courses taken, and academic specializations;
- c) Special education records;
- d) Disciplinary records;
- e) Medical and health records;
- f) Attendance records, and records of past schools attended;
- g) Personal information such as, but not limited to, student identification numbers, or any other type of information that aids in identification of a student.

**Local Educational Agency ("LEA"):** This term includes a school district, County Office of Education ("COE"), a Special Education Local Plan Area ("SELPA"), or a charter school participating as a member of a SELPA. **Notification of Majority Rights:** Your child has the right to receive all information about his/her educational program and to make all decisions when he/she reaches the age of eighteen unless determined incompetent by state law and procedures. Non-conserved adults are presumed, under the laws of the State of California, to be competent.

**Parent:** The definition of parent includes: (1) person having legal custody of a child; (2) an adult student for whom no guardian or conservator has been appointed; (3) a person acting in place of a natural or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives; (4) a parent surrogate; and (5) a foster parent, if the authority of a natural parent to make education decisions on the child’s behalf has been specifically limited by court order.

**Personally identifiable information (PII):** includes information that can be used to distinguish or trace an individual’s identity either directly or indirectly through linkages with other information.