

**FOCUS LEARNING ACADEMY OF CENTRAL COLUMBUS**  
**Appendix 294-A**

**Notice of Rights Under the Family Educational Rights and Privacy Act (“FERPA”) and  
Authorization to Release Student Directory Information**

FERPA affords parents 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 forty-five (45) days of the day the School receives a request for access. Parents or eligible students should submit to the Principal [or appropriate school official] 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 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 are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent 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 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 the School in an administrative, supervisory, academic, or support staff position; a member of the school law enforcement unit, which consists of the Principal; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); or a person serving on the Board. A school official has a “legitimate educational interest” in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student’s education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student’s family, such as health care, counseling, or assisting with the college application procedure; or any other purpose that the Board deems necessary as related to a student’s education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 20202-5901**

5. The School intends to forward any and all education records to another school or post-secondary institution at which the student seeks or intends to enroll, upon the condition that the student's parents be notified of the transfer, receive a copy if so desired, and have an opportunity for a hearing to challenge the content of the record.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records. Under FERPA, most information about our students cannot be made public without the consent of parents/guardians. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s)/guardian(s) inform the School in writing not to release such information.

**OFFICIAL DESIGNATION**

The School must choose one of the following options and mark appropriate lines with an "X".

This School:

HAS NOT designated any personally identifiable information as directory information and will not include such information in school publications, recognition lists, programs, or student directories or give such information to third parties without parental consent

**OR**

HAS designated the following marked information as directory information ("X" applicable information below):  
 Student's name  
 Student's address  
 Student's electronic mail address  
 Student's photograph  
 Student's telephone number  
 Student's date and place of birth  
 Student's major field of study  
 Student's participation in officially recognized activities or sports  
 the weight and height of members of athletic teams  
 dates of attendance  
 awards received  
 date of graduation

The School will use the designated directory information (if any) in the following manner [check appropriate lines]

- all school related publications
- yearbook
- honor roll
- other recognition lists
- activity programs
- awards or awards ceremonies
- graduation programs
- sports
- student directory
- other \_\_\_\_\_
- all of the above

Officially designated directory information can also be disclosed to outside organizations unless parent(s)/guardian(s) have advised the School that they do not want their student's information disclosed without their prior approval.

If the School has chosen to not designate directory information, no directory information will be released (see above) and no parental opt out is required.

If the School has chosen to release directory information, and if you do **NOT** want the School to disclose directory information from your child's education records without your consent, you must notify us in writing within ten (10) days of your receipt of this notice or on \_\_\_\_\_, whichever is later.

The form below may be utilized for that purpose.

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Please do not make available my student's directory information without my prior written permission.

Name of Student(s): \_\_\_\_\_

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Parent or Responsible Custodian/Guardian Signature \_\_\_\_\_

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Date \_\_\_\_\_

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Printed Name of Parent or Responsible Custodian/Guardian \_\_\_\_\_

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Date \_\_\_\_\_

## Appendix 294-B

### Request and Consent for Release of Records

\_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_ authorizes the release of the records of

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Mid. Initial \_\_\_\_\_ Birthdate \_\_\_\_\_ Mo/Day/Yr

From the Following School/Institution:

Most Recent School/Institution \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

The following records shall be released (please check).

Transcript of subjects and grades

Ohio Proficiency Test Results

Attendance Record

Standardized Test Results

Psychological or Other Individual Test Results

Health Records

IEP and Special Education Records, if applicable

Disciplinary Records

The education records designated should be released and disclosed only to Focus Learning Academy of Northern Columbus.

The education records designated are to be disclosed for the following reasons and purposes: My child is enrolling at or enrolled at Focus Learning Academy of Northern Columbus

I am authorizing the release of these records for these reasons. Please check one.

- I am the subject of these records and 18 years of age or older.
- I am the parent, guardian, or custodian of the subject of these records and the subject is under 18 years of age.
- If this consent had been requested by me, I understand that I have the right not to consent to the release of records. Further, I recognize that a copy of the records must, upon request, be provided to me.

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Signature of Parent/Guardian

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Date

## REQUEST FOR RECORDS

To the Registrar:

Please send the above records, if available for this student as soon as possible.  
If records are not available, please return our request indicating the following:

No records available. Reason:

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Unable to find records. Reason:

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The undersigned certifies that the above-captioned Request and Consent for Release of Records was complied with on \_\_\_\_\_ (date) by \_\_\_\_\_ (mail) or \_\_\_\_\_ (personal delivery) to \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
School Registrar

Date