



Family Educational Rights and Privacy Act (FERPA) Notice

All Girls Global Academy employees are required to protect the records containing information pertaining to students. The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights include:

- **The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.** Parents, legal guardians, or eligible students should submit to the Girls Global Academy Enrollment and Records Office a written request that identifies the record(s) they wish to inspect. The school leader, Principal, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- **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.** Parent(s), legal guardians, or eligible students who wish to ask Girls Global Academy to amend a record should write to the Enrollment Office and Records and the school leader, Principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school leader 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.
- **The right to privacy of personally identifiable information (PII) 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 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school's school board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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. Upon request, the school 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.

- **The right to opt out of school designated directory information.** Generally education records can not be disclosed without consent from the parent, legal guardian, or eligible student. FERPA permits the disclosure of a certain category of information called "directory information" without permission from the parent, legal guardian or eligible student. Directory information is defined as the information in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information category examples can include name, age, address, phone number, grade level, participation in officially recognized activities and sports, awards received, the most recent previous educational agency attended by the student. While permission is not required, the school will notify parents, legal guardians, and eligible students about directory information. The school will give parents, legal guardians, or eligible students the opportunity to opt out or object to the disclosure by submitting a Notice of Intent to Disclose Director Information form.
- **To file a complaint with the U.S. Department of Education concerning alleged failures by Girls Global Academy 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 20202-8520

- **Any requests, questions, and concerns to inspect or review records are sent to:**

Enrollment and Records Office
Girls Global Academy
info@girlsglobalacademy.org

Confidentiality Policy

All Girls Global Academy employees are required to protect and safeguard the records containing student information. The Individuals with Disabilities Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA) protect the confidentiality of student records. Any disclosure of confidential student records must be requested and consent must be provided by the school leader.

All student records will be kept in a central and locked location and stored with Form GGA 0003 - Record of Access. This form is used to record individuals who have accessed a Girls Global Academy student record. Only individuals who are granted access will be permitted to see the records. Exceptions to central storage location of student records include records kept by teachers (grade book, Employees that have access to social security numbers for all individuals are required to keep the information confidential.

All employees with sign annually the Girls Global Academy Form G0001 - Confidentiality Policy for School Employees

The following Girls Global Academy Public Charter School employees have complete access to students records and are exempt from submitting form GGA 0003 - Record of Access:

- Executive Director;
- Director of Operations;
- Principal

The following Girls Global Academy Public Charter School employees have complete access to Individualized Education Plans (IEP's) and exempt from signing Form GGA 0003 - Record of Access:

- Executive Director;

- Director of Operations;
- Principal
- Student Support Services Coordinator

The following Girls Global Academy Public Charter School employees have complete access to medical records and exempt from signing Form GGA 0003 - Record of Access:

- Executive Director;
- Director of Operations;
- Principal
- Student Support Services Coordinator