



FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA")

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act ("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 45 days of the day Central Academy of Arts and Technology receives a request for access. Please note that the California Education Code permits access within five days of the request. Parents or eligible students should submit to the Central Academy of Arts and Technology Principal, Frank Pasillas, a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A student's education records will be available for review during the regular business hours of the school day. Parents or eligible students may receive a copy of any information in the student's education records at a cost of 15 cents per page.
2. 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 Central Academy of Arts and Technology to amend a record should write Central Academy of Arts and Technology Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If Central Academy of Arts and Technology decides not to amend the record as requested by the parent or eligible student, Central Academy of Arts and Technology 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 provide written consent before the Central Academy of Arts and Technology discloses personally identifiable information (PII) from 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) or a person serving on the Central Academy of Arts and Technology Board of Directors. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which Central Academy of Arts and Technology would otherwise use its own employees and who is under the direct control of Central Academy of Arts and Technology with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve 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, Central Academy of Arts and Technology 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 concerning alleged failures by Central Academy of Arts and Technology 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

5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to

school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information CAAT has been designated as “directory information” under §99.37. (§99.31(a)(11))

NOTICE FOR DIRECTORY INFORMATION

FERPA requires that Central Academy of Arts and Technology, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Central Academy of Arts and Technology may disclose appropriately designated “directory information” without written consent, unless you have advised Central Academy of Arts and Technology to the contrary in accordance with the Charter Schools procedures. The primary purpose of directory information is to allow Central Academy of Arts and Technology to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for dance, showing specialities such as tap, ballet, or jazz.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. In addition, two federal laws require local

educational agencies (“LEAs”) receiving assistance under the Elementary and Secondary Education Act of 1965 (“ESEA”) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Central Academy of Arts and Technology to disclose directory information from your child's education records without your prior written consent, you must notify Central Academy of Arts and Technology in writing by **August 14, 2024 or 10 days after enrollment**. Central Academy of Arts and Technology has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended; and
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Central Academy of Arts and Technology
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (“FERPA”) DIRECTORY
INFORMATION

OPT-OUT FORM 2024-2025

Students Name: _____ **Today’s Date:** ____/____/____

SSN#: _____ **Date of Birth:** _____

Address: _____ **City:** _____ **State :** ____ **Zip :** _____

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Central Academy of Arts and Technology, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student’s education records. However, Central Academy of Arts and Technology may disclose the categories of information designated by Central Academy of Arts and Technology as “directory information” without prior written consent.

The information listed below has been designated as “directory information” by Central Academy of Arts and Technology and may therefore be released at the discretion of Central Academy of Arts and Technology. You may request that Central Academy of Arts and Technology not release this “directory information” without obtaining your prior written consent by completing this FERPA Directory Information Opt-Out Form. Your request to withhold “directory information” is valid for the current school year. A new FERPA Directory Information Opt-Out Form must be completed each school year.

Please place a checkmark in the box beside the categories of “directory information” listed below that you do not want Central Academy of Arts and Technology to disclose without your consent:

- Student's name;
- Address;
- Telephone listing;
- Electronic mail address;
- Photograph;
- Date and place of birth;
- Major field of study;
- Dates of attendance;
- Grade level;
- Participation in officially recognized activities and sports;

- Weight and height of members of athletic teams;
- Degrees, honors, and awards received;
- The most recent educational agency or institution attended; and Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

By signing below I am giving written notification to Central Academy of Arts and Technology that it may NOT disclose the categories of “directory information” that I have marked above unless I give prior written consent. I understand that such information may still be disclosed by Central Academy of Arts and Technology if disclosure is otherwise permissible under FERPA.

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

*****If this form is not returned by August 14, 2024 or within 10 days of enrollment (whichever date is later), it will be assumed that the above information may be disclosed as “directory information” for the current school year.****