



Propel Schools' Procedures for Student Records 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 educational records.

(1) If a parent or eligible student wishes to inspect and/or review the student's education records, they must be granted access within 45 days of the day Propel Schools receives a written request.

(2) If a parent or eligible student wishes to have copies of the student's education records, they must be granted copies within 45 days from the day Propel Schools receives a written request.

All requests must be in writing, dated, and signed by the parent or eligible student. The written request must identify the record(s) they wish to review/inspect or receive copies of. The request must be hand delivered or mailed to the school principal.

If a request is made for copies of the student's education records, the copies must be made within 45 days of the day Propel Schools received the written request.

If a request is made for the inspection or review of the student's education records, the school principal must make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected within 45 days of the day Propel Schools received the written request. The school principal must accompany the parent or eligible student the entire time the records are being inspected.

(3) Parents or eligible students who wish to ask Propel Schools to amend a record must write the school principal, clearly identify the part of the record they want to have changed, and specify why it should be changed. If Propel Schools decides not to amend the record as requested by the parent or eligible student, Propel Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment.

(4) Parents or eligible students have 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 Propel Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Propel School Board; a person or company with whom Propel Schools has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent 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.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Propel Schools 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 20202-5920