
I. PURPOSE

This policy exists to ensure Athlos Academy follows state and federal laws pertaining to student records and family privacy rights, and that all employees of Athlos Academy maintain appropriate confidentiality of protected student information and records.

II. DEFINITIONS

- A. FERPA: The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g; a federal law designed to protect the privacy of students' education records.
- B. Student Directory Information: Certain personally identifiable information from a students' education records that Athlos Academy may publish without written consent following notice to a student's parent/guardian(s).
- C. Personally Identifiable Student Information: information about a student that can be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
 - (a) Any information that can be used to distinguish or trace an individual's identity such as full name, social security number, date and place of birth, mother's maiden name, or biometric records.
 - (b) Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.
 - (c) Two or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

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III. POLICY

- A. Athlos Academy recognizes the importance of respecting and maintaining the privacy of its student's records, data, and personally identifiable information, not including student directory information.
 - 1. Athlos Academy will grant the parent/guardian(s) of a student the opportunity to opt out of including some or all of their student's information in the student directory.
- B. FERPA mandates that students and their parent/guardian(s) have:
 - 1. The right to examine and request the amendment of education records;
 - 2. The right to limit access to student records and/or personal information, in certain circumstances, by requiring the prior written consent of a parent or guardian before the information or records can be released; and
 - 3. The right to be notified of, examine, and either consent to or opt out of, participating in surveys or educational activities that relate to particular protected areas.
- C. Any person who is authorized by state law to access a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access. Failure to maintain the confidentiality of such information shall be punishable as provided in La. Rev. Stat. Ann. §17:3914.
- D. Access to student cumulative files and other private student records shall be provided in accordance with FERPA and La. Rev. Stat. Ann §17:3914.
 - 1. Parent/guardian consent is required prior to disseminating student personal information, except in instances outlined in FERPA;
 - 2. All access to electronically maintained student data shall require password protection; and
 - 3. Employees will be trained on recognizing the instances in which divulging private information to authorized persons serves the best interest of the student and serves a lawful purpose.
 - 4. Teachers are expected to maintain a relationship of trust and respect with each student, and in doing so, shall not reveal student grades, scores, or other performance data to individuals other than the respective student and the student's parent/guardian(s) or to other school officials with legitimate educational interests.
 - 5. Parents and students will be notified of their rights under FERPA annually.

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E. Retention of Student Records

1. A schedule for the retention and disposition of records must be developed by Athlos Academy and approved by State Archives as required by La. R.S. §44:411.
2. Until a schedule has been approved, all identifying student information shall be destroyed not later than five years after the student graduates, unless otherwise required by state or federal law or regulations, according to La. R.S. §17:3914.

F. Information About the Transfer of Personally Identifiable Student Information: Pursuant to La.R.S. . §17:3913, the School shall make available at its main office information about the transfer of personally identifiable student information. Such information shall include:

- a. A profile of each authorized recipient of such information.
- b. A copy of the signed agreement between the school/board and the authorized recipient.
- c. A complete listing of all data elements authorized to be transferred.
- d. A statement of the intended use of the information, including references to legal authority or legal requirements associated with the transfer of such information.
- e. The name and contact information of the individual serving as the primary point of contact for inquiries about the agreement.
- f. A process by which parents/guardians of students attending the school may register a complaint related to the unauthorized transfer of personally identifiable student information.

G. In accordance with La. Rev. Stat. Ann. §17:112, the Lead School Administrator or designee shall provide for the transfer of student records, including special education records, if applicable, of any current or former student at Athlos Academy upon the written request of any authorized person on behalf of another educational institution, where such student has become enrolled or is seeking enrollment.

1. Transfer of records, whether by mail or otherwise, shall occur no later than ten (10) business days from the date of receipt of a written request.

Legal References:

[20 U.S.C. 1232g et seq.](#) (FERPA)

[34 C.F.R. § 300.573](#) (Destruction of Information)

[La. Rev. Stat. §17:3914](#) (student information)

[La. Rev. Stat. §44:411](#) (Selective retention of records)