

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the school until the student withdraws or graduates. The record moves with the student only upon withdrawal or graduation.

By law, both parents, when married, or conservatorship parents in cases of separation or divorce have access to the records of a student who is under 17 or is considered a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Access to Student Records

Parents of a minor or of a student who is a dependent for tax purposes, the student himself (if 17 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interest" include any employee, agent, or regent of the school or cooperatives of which the school is a member or facilities with which Ascension Academy contracts for the placement of students with disabilities, as well as their attorneys and consultants, include

- 1) working with the student
- 2) considering disciplinary or academic actions
- 3) compiling statistical data
- 4) investigating or evaluating programs

Certain officials from various government agencies may have limited access to the records. The Academy forwards a student's records upon request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right of consent to release his/her records.

Correction of Student Records

A student over 17 and parents or guardians of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Although improperly recorded grades may be challenged, parents and the students are not allowed to contest a student's grade in a course through this process.

Students Living Apart From Parents or Guardians

Students not living with their parents or legal guardians must notify Ascension Academy immediately.