



Gate City Charter School for the Arts Student Records Retention & FERPA Policy

I. Parent and Student Rights

In accordance with State and Federal law, including the Family Educational Rights and Privacy Act (FERPA), parents/guardians and eligible students (age 18 or older) are guaranteed the following rights regarding education records:

1. Right to Inspect and Review

- Parents/guardians or eligible students may review education records within 14 days of submitting a written request to the school.
- Access will be scheduled during normal business hours. Copies may be provided when inspection is impractical; reasonable copy fees may apply.

2. Right to Request Amendment

- Parents/guardians or eligible students may request that the school amend records they believe are inaccurate, misleading, or violate privacy rights.
- If the request is denied, a hearing before the Board of Trustees will be offered.

3. Right to Consent to Disclosures

- Personally identifiable information in a student's records will not be disclosed without prior written consent, except:
 - As directory information (if not opted out by parent/guardian).
 - To officials with legitimate educational interest.
 - Under other limited circumstances permitted by law.

4. Right to File a Complaint

- Parents/guardians or eligible students may file a complaint with the U.S. Department of Education if they believe FERPA rights have been violated:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

5. Right to Obtain Copies of This Policy

- Copies are available upon written request to the school office or by email.

II. Release of Student Records

- Transfer of Records: Official records will be sent directly to another school upon receipt of a verified request from that school.
- Access by Guardians: Parents/guardians may obtain copies by:
 - Submitting a written request to the school office or designated email address.
 - Copies will be available within 3–5 business days.
 - Documents may be picked up in the front office or mailed via USPS; in both cases, a signature of receipt will be required.

III. Family Educational Rights and Privacy Act (FERPA) Notice

Gate City Charter School notifies families annually of their FERPA rights:

- To inspect and review education records within 14 days of a written request.
- To request amendment of records believed to be inaccurate or privacy-violating.
- To consent or deny consent to disclosures of personally identifiable information, except as allowed by law.
- To file a complaint with the U.S. Department of Education.

Additional FERPA information: [U.S. DOE FERPA Guidance](#)