

**Pataula Charter Academy and
Spring Creek Charter Academy
FERPA - Student Data Privacy, Accessibility, and
Transparency
Annual Notification Policy**

Purpose: To provide guidance to administration in fulfilling their responsibilities to ensure that Pataula Charter Academy and Spring Creek Charter Academy operate in full compliance with The Student Data Privacy, Accessibility, and Transparency Act of Georgia and the Family Educational Rights and Privacy Act (FERPA) which requires local education agencies who receive federal funds to notify parents and eligible students of their rights under FERPA.

Definitions:

Parent – shall, for the purpose of this document, be defined as a natural parent, as guardian, or an individual acting as a parent in the absence of a parent or guardian.

Eligible Student – shall, for this document, be defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

Policy Statement: Pataula Charter Academy (PCA) and Spring Creek Charter Academy (SCCA) shall, in compliance with FERPA CFR §99.7, annually notify parents of students currently in attendance and eligible students currently in attendance, of their rights under FERPA. As such, the notification must include the following:

1. The notice must inform parents or eligible students that they have the right to:
 - A. Inspect and review the student’s education records,
 - B. Seek amendment of the student’s education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights,
 - C. Consent to disclosures of personally identifiable information contained in the student’s education record, and
 - D. File with the USDOE a complaint concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA
2. The notice must include all of the following:
 - A. The procedure for exercising the right to inspect and review education records, and
 - B. The procedure for requesting amendment of records
3. PCA/SCCA administration may provide this notice by any means that are reasonably likely to inform the parents or eligible student of their rights.
4. PCA/SCCA shall effectively notify parents or eligible students who are disabled.
5. PCA/SCCA shall effectively notify parents who have a primary or home language other than English.

Amended: 3-26-19