



## Icahn Charter School 3

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Marcia Glattstein, Principal  
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Nicole Patrignelli, Staff Developer  
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Danielle Hafner, Elementary School Counselor

## Compliance with the Family Educational Rights and Privacy Act (FERPA)



Upon Enrollment of their children at our charter school, and again at the beginning of each school year, parents will be apprised of their rights under the Buckley Amendment regarding access to and the confidentiality of student records. Information in the students' records will not be released without the written consent of the parent or as noted under FERPA requirements.



The Icahn Charter School 3 assures that it will follow applicable state and federal laws (i.e. U.S. Constitution) and applicable case law with respect to searches of students and their property.



All school employees will be responsible for protecting students' privacy. Academic and attendance information regarding individual students will be kept in one place. Attendance, academic and disciplinary information on student, as well as teachers' informal written comments and notes on conversations with parents, will be stored in permanent files, which will be stored in a locked file cabinet in the schools administrative office. These files will not be removed from the school site, and will have a sign-out/access log in accordance with FERPA. The school will use these records to bill appropriate school districts.



In accordance with FERPA and the Freedom of Information Law, a child's parent or legal guardian is entitled to review and inspect their child's permanent file, accompanied by an advocate/representative should they so desire, and shall not be charged a fee to do so. Unless documentation from the courts mandates otherwise, both parents shall have this right. They shall be entitled to review and inspect their child's permanent file within 45 days of making a written request to do so.

