

FAST FORWARD CHARTER HIGH SCHOOL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Executive Director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Executive Director will decide for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school Director; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent include:

(a) Disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom CCID has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

(b) If a student poses an articulable and significant threat to the health or safety of the student or other individuals, the educational agency may disclose to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the school may disclose education records without consent to requesting school districts, officials of another school system or institution of postsecondary education where the student seeks or intends to enroll. Local, state and federal agencies may redisclose personally identifiable information in accordance with the same requirements and must make available to FFCHS a record of any further disclosures.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW, Washington, DC 20202-4605

DIRECTORY INFORMATION NOTICE

The Family Education Rights and Privacy Act (FERPA) requires that CCID, with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from your child's records. However, FFCHS may disclose appropriately designated "directory information" without written consent, unless you have advised to the contrary. Directory information means information contained in an education record of a student which would not generally be considered harmful, or an invasion of privacy if disclosed.

Directory information may be used to publish school directories, yearbooks, team rosters, school activities, graduation lists, and other school purposes, which would not normally be considered an invasion of student privacy. Directory information may also be disclosed to outside agencies. Outside organizations may include, but are not limited to, publish yearbooks or take school pictures. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings of high school juniors and seniors - unless parents have advised the local school that they do not want their student's information disclosed without their prior written consent.

FFCHS has designated the following information as "directory information:" student's name, address, telephone listing, grade, date and place of birth, student school identification number, student school email account, participation in officially recognized activities, photograph, dates of attendance, honors and awards, date of promotion and most recent school attended.

If you do not want FFCHS to disclose directory information from your child's education records without your prior written consent, you must notify your FFCHS Administration in writing within fourteen (14) days after the beginning of the school year.

STUDENT DATA COLLECTION NOTICE

Necessary Student Data

Necessary student data means data required by state statute or federal law to conduct the regular activities of the school.

- Student Name, Date of birth, and Sex
- Parent and student contact information and Custodial parent information
- A student identification number (including the student's school ID number and the state-assigned student identifier, or SSID)
- Local, state, and national assessment results or an exception from taking a local, state, or national assessment.
- Courses taken and completed, credits earned, and other transcript information
- Course grades and grade point average
- Grade level and expected graduation date or graduation cohort
- Degree, diploma, credential attainment, and other school information
- Attendance and mobility
- Drop-out data
- Immunization record or an exception from an immunization record
- Race, Ethnicity, or Tribal affiliation
- Remediation efforts
- An exception from a vision screening required under Section 53G-9-404 or information collected from a vision screening described in Utah Code Section 53G-9-404
- Information related to the Utah Registry of Autism and Development Disabilities (URADD), described in Utah Code Section 26-7-4
- Student injury information
- A disciplinary record created and maintained as described in Utah Code Section 53E-9-306
- Juvenile delinquency records
- English language learner status
- Child find and special education evaluation data related to initiation of an IEP

Optional Student Data

We may only collect optional student data with written consent from the student's parent or from a student who has turned 18.

- Information related to an IEP or needed to provide special needs services
- Biometric information used to identify the student
- Information required for a student to participate in an optional federal or state program (e.g., information related to applying for free or reduced lunch)

Certain sensitive information on students collected via a psychological or psychiatric examination, test, or treatment, or any survey, analysis, or evaluation will only be collected with parental consent. You will receive a separate consent form in these cases. See our Protection of Pupil Rights Act (PPRA) notice for more information.

Prohibited Collections

We will not collect a student's social security number or criminal record, except as required by Utah Code Section [78A-6-112\(3\)](#).

Data Sharing

We will only share student data in accordance with the Family Educational Rights and Privacy Act (FERPA), which generally requires written parental consent before sharing student data. FERPA includes several exceptions to this rule, where we may share student data without parental consent. For more information on third parties receiving student information from us, see our Metadata Dictionary.

Student data will be shared with the Utah State Board of Education via the Utah Transcript and Records Exchange (UTREx). For more information about UTREx and how it is used, please visit the Utah State Board of Education's Information Technology [website](#).

Benefits, Risks, and Parent Choices

The collection, use, and sharing of student data has both benefits and risks. Parents and students should learn about these benefits and risks and make choices regarding student data accordingly. Parents are given the following choices regarding student data:

- Choice to **request to review** education records of their children and request an explanation or interpretation of the records (see our annual FERPA notice for more information)
- Choice to **contest the accuracy** of certain records (see our annual FERPA notice for more information), potentially leading to the correction, expungement, or deletion of the record
- Choice to **opt into certain data collections** (see the section above on optional data collections)
- Choice to **opt out of certain data exchanges**
 - Information that has been classified as directory information (see our directory information notice for more information)
 - Parents of students with an IEP may have their information shared with the Utah Registry of Autism and Developmental Disabilities (URADD). If included in this data exchange, parents will receive a separate notice within 30 days of the exchange, informing them of their right to opt out, per [Utah Code Section 53E-9-308\(6\)\(b\)](#)
- Choice to **file a complaint** if you believe the school or its agents are violating your rights under FERPA or Utah's Student Data Protection Act. If you have a complaint or concern, we recommend starting locally and then escalating to the state and US Department of Education

| | |
|-----------------------------------|---|
| FFCHS School Contact | Alex Garrett; 435-713-4255 |
| The Utah State Board of Education | Report your concern with the USBE hotline |
| The US Department of Education | Report your concern here |

Storage and Security

In accordance with Board Rule R277-487-3(14), we have adopted a cybersecurity framework called the [CIS Controls](#) or equivalent.