



**Cornerstone Academy**  
**6015 E. Walnut Street**  
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### **Family Educational Rights and Privacy Act**

Cornerstone Academy will ensure compliance with the Family Educational Rights and Privacy Act by following the steps noted below:

Parents or guardians (or any student over the age of 18) who requests to inspect or review a student's educational records will be asked to put the request in writing to the principal specifying the record or records they want to review. All office staff will be advised of the process at the professional development training prior to the school's opening.

Within 15 days of receiving the request, the Head of School will make arrangements for access and notify the parents/guardians/student of the time and place where the records may be inspected.

- If a parent/guardian or eligible student requests that item(s) in the student's records be amended, they will be asked write a letter of request to the principal, clearly identifying the part of the record they want changed. In addition, they will be asked to specify in their letter why they believe the information, as included in the educational records, is inaccurate or misleading.
- All office staff will be advised of this procedure at professional development training prior to the school's opening. If the principal decides not to amend the record as requested, the principal will advise the charter school Board and, within 15 days of receiving the request, notify the parent/guardian or eligible student of the decision. The parent/guardian or eligible student will be advised of their right to a hearing with the Board of Trustees regarding the request for amendment.
- Parents/guardians and eligible students will be provided their right to consent to any disclosures of personally identifiable information contained in a student's educational record except if the disclosure is to school officials who need the information for legitimate and sound educational reasons. The charter school considers such "school officials" to be one or more of the following:
  - Principal
  - The student's classroom teacher/paraprofessional
  - Learning specialist/therapist
  - School nurse
  - Board member
  - Board attorney
  - Designated MEI employee
  - Parent/guardian serving on an official committee such as the Grievance Committee
- A school official must be fulfilling his/her professional responsibility to have a legitimate educational interest to review a student's educational record.