

NORWALK CHRISTIAN ACADEMY

Elementary Campus
11005 Foster Road
Norwalk, Ca. 90650

Kiddie Kampus Preschool
15108 Studebaker Road
Norwalk, Ca. 90650

NOTIFICATION TO PARENTS OR ADULT PUPILS OF STUDENT RECORDS RIGHTS

Dear Parents,

Provisions of the California Education Code have authorized parents, in consultation with school personnel, to inspect the school records of their children. Federal legislation further emphasizes the parents' right to review their child's school records.

This school maintains the following types of pupil records:

Enrollment papers, grades, attendance records, immunizations records, dates of graduation, progress reports, parental notes, and standardized test results.

The school principal is responsible for maintaining these records. Parents or legal guardians of students who wish to review any of their student's records should make an appointment through the office manager. Parents wanting a copy of items in their child's records may request such through the principal at a cost of 15 cents per single copy.

When inspecting his child's records, any authorized parent may question the content of the records. If it is agreed to, the questioned material will be removed, or the parent may place a rebuttal with the material in question.

A log will be attached to each child's records on which will be recorded the name, date and reason for inspection by any person, other than school officials and employees, who inspect any part of that child's records. School officials or employees shall be limited to certified teaching and administrative persons and the secretary responsible for placing information into student files.

If, at any time, you wish to inspect the school records of your child, please contact the undersigned.

If, after review, you feel that any information contained in the record is inaccurate, misleading or otherwise inappropriate as defined by federal and state law, you will be given an opportunity to file a written request with the principal of the school for removal or correction of the objectionable information and, if necessary, a board hearing will be scheduled to consider the objections. You also have the right to include, as part of the record, a statement of your objections to information in the record or to disciplinary action taken by the school.

Other provisions of federal and state laws protect your rights by restricting the release of information from student records. Only specified individuals and agencies have access to such information under the laws and such persons reviewing the record must sign a statement indicating the purpose of the review and restricting any further release of information. Other persons may be permitted to review the records with the written consent from the parents or the student who is 18 years of age or older.

If you are aware of violations of the records' laws by any educational agency, you have a right to file a complaint with the Department of Health, Education, and Welfare in Washington, DC.

Sincerely,

Miss Andrea Miller,
Principal