
Policy
Student Data Privacy Complaints

It is the policy of Cirrus Academy and Charter School (“CACS”) that the school shall comply with the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act (“the Act”) , which are designed to ensure that education records and student data are kept confidential and secure from unauthorized access and disclosure.

For the purposes of this policy, a “parent” is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An “eligible student” is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

THE STUDENT DATA PRIVACY, ACCESSIBILITY, AND TRANSPARENCY ACT OF GEORGIA

As mandated by state law, parents and eligible students, as defined by the Act are entitled to inspect and review their student education records in order to make more informed choices about educational programs and to better gauge a student’s educational needs. Upon written request to the Principal, parents and eligible students who are currently enrolled and attending schools in the District are entitled to access to electronically held student records data that may be reasonably accessed by CACS and provided to the parent or eligible student by electronic copy, if available.

Parents and eligible students have the right to request corrections of inaccuracies in student education record maintained by CACS. Upon receipt of a request for records correction, made by a parent or eligible student, a decision shall be made to the parent’s request for correction shall be made by the Principal within a reasonable time after receiving the request for correction.

The CACS will provide parents and eligible students annual notification of all rights under the Act. Said notification will also provide the proper procedures for addressing concerns and complaints that parents and eligible students have regarding student data privacy.

STUDENT DATA PRIVACY, ACCESSIBILITY, AND TRANSPARENCY ACT OF GEORGIA COMPLAINT AND APPEAL PROCEDURES

Any parent or eligible student (“Complainant”) may file a complaint with the Principal if that individual believes or alleges that a possible violation of rights under the Act occurred. Complaints filed for violation of the Act must be filed no more than one (1) year from the date that the alleged violation of the Act occurred. Complaints that are filed based on alleged violations that occurred in excess of one (1) year are untimely, and will not be considered.

Complaints for violations of student data privacy shall be resolved according to the following procedures:

1. The Superintendent shall designate at least one individual (“Designee”) to respond to student data privacy complaints on behalf of CACS. Unless otherwise specified, the Designee shall be the Principal.
2. Upon the receipt of a request from a Complainant, a Student Data Privacy complaint form shall be provided to the parent or eligible student within 3 business days from the date of

the request. Parents and eligible students should be made aware that Student Data Privacy Complaint forms are made available on CACS's website. All Complaint forms received pursuant to the Act shall be hand-delivered or sent via electronic means to the Principal.

3. After review and investigation of the Complaint, the Principal will issue a written decision in response to the Complaint within ten (10) business days of the date that the Complaint was received by CACS.
4. If the Complainant wishes to appeal the decision of the Principal the Complainant must file a written request for appeal to the Superintendent within ten (10) business days of receiving the written decision from the Principal.
5. The Principal shall provide a written response to the Complainant within ten (10) business days from the date that the Complaint was received by the Superintendent.
6. If the Complainant wishes to appeal the decision of the Superintendent, the Complainant must file a written request for appeal to the Governance Board of CACS within ten (10) business days of receiving the Superintendent's decision in response to the Complainant's appeal.
7. The CACS Governance Board shall render a final decision on the Complainant's appeal within ten (10) business days of receiving the appeal.