

VVA FERPA Statement & Policy

I. Overview of FERPA Compliance

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and eligible students certain rights with respect to the student's education records. FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education, including Vegas Vista Academy.

As an elementary charter school in Las Vegas, NV, Vegas Vista Academy is committed to safeguarding the privacy of our students' educational records and ensuring compliance with FERPA regulations.

II. Rights of Parents and Eligible Students

Under FERPA, parents or guardians of students, or students who are 18 years or older (referred to as "eligible students"), have the following rights concerning their child's or their own education records:

1. The Right to Inspect and Review Education Records

Parents and eligible students have the right to inspect and review the student's education records maintained by the school. Requests to access education records should be made in writing to the school's designated FERPA officer.

2. The Right to Request Amendment of Education Records

If parents or eligible students believe that an education record is inaccurate, misleading, or violates their privacy rights, they have the right to request the amendment of the record. The request should be made in writing to the school, explaining why the record should be amended.

3. The Right to Consent to Disclosures of Personally Identifiable Information

FERPA generally requires written consent from parents or eligible students

before the school discloses personally identifiable information from education records. However, there are exceptions where the school may release information without consent (e.g., to school officials with legitimate educational interests, to other schools for enrollment purposes, or as required by law).

4. The Right to File a Complaint

Parents or eligible students who believe that the school has violated their FERPA rights may file a complaint with the U.S. Department of Education's Family Policy Compliance Office at:

[U.S. Department of Education
Family Policy Compliance Office
400 Maryland Avenue, SW
Washington, D.C. 20202-4605](http://www2.ed.gov/ocr/ferpa/qa/complaint.html)

III. Directory Information

In compliance with FERPA, Vegas Vista Academy may release certain "directory information" without prior written consent unless the parent or eligible student objects. Directory information includes the following:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

- Dates of attendance
- Degrees and awards received
- Most recent educational agency or institution attended

If parents or eligible students do not want Vegas Vista Academy to disclose directory information, they must notify the school in writing within 10 days of receiving this notice.

IV. Disclosure of Education Records

Vegas Vista Academy will disclose education records without prior written consent in the following circumstances:

- To school officials who have a legitimate educational interest, such as teachers, administrators, and counselors.
- To officials of another school where the student is transferring or enrolling.
- In connection with financial aid for which the student has applied or received.
- To comply with a judicial order or lawfully issued subpoena.
- To organizations conducting studies on behalf of the school.
- To accrediting organizations for the purpose of accreditation.
- To appropriate officials in cases of health and safety emergencies.

V. School Procedures for Maintaining Education Records

Vegas Vista Academy maintains education records in accordance with FERPA guidelines. The following procedures apply to the management of student records:

- **Records are maintained by the school office** and are available for review by parents or eligible students during regular business hours.
- **Confidentiality:** All staff members are trained to handle student records in a confidential manner. Only authorized personnel will have access to the records.
- **Retention:** The school will retain education records for a period consistent with state law and educational requirements. After the retention period expires, records will be disposed of securely.

VI. Contact Information

For further information regarding FERPA rights, or to request access to or amendment of education records, please contact the Vegas Vista Academy FERPA Officer:

[Gretel Valdes](#)
[Vegas Vista Academy](#)
[5355 Madre Mesa Dr. Las Vegas NV, 89108](#)
[Phone: \(702\)291-8741](#)
[Email: info@vegasvistaacademy.org](#)

This policy is subject to change as required by law or as determined by Vegas Vista Academy.

