

STUDENT RECORDS AND CONFIDENTIALITY POLICY

Every student is required to complete and submit the following as part of the registration process (all forms are available in the necessary language translation, upon request):

- ❑ *Proof of the child's age*
- ❑ *Registration Form.* This form is used to record all basic information about the student and the family, including home, work, and emergency telephone numbers. It is extremely important that a parent or guardian sign this form.
- ❑ *Free and Reduced Price Meals Application.* This form allows families to apply for federally funded meals, and it must be completed for all students. Student name, address, signature, and proof of income or federal assistance number must be included: all such information must reflect the student's status no more than 30 days prior to the first day of school.
- ❑ *Transportation Application.* This form allows families to apply for and receive transportation from the School and it must be completed for all students. The home address and telephone number should be indicated on this form, in addition to the nearest major cross street in the student's neighborhood. Notification of the student's assigned bus stop will be sent via regular mail. Students are not allowed to ride the bus without a signed transportation application.
- ❑ *Medical Forms.* This set of forms, which must be submitted for all students within the first 30 days of attendance, includes immunization schedules: family medical information; the child's medical history, including allergies; and a Medication Permission Form, which will permit the school to dispense specified medication to the student, as necessary.

If you have questions about immunization requirements or other medical issues, please contact your physician.

- ❑ *Record Release.* This form gives the School permission to obtain all records pertaining to a given student from his or her previous school. This form must be completed and should include the telephone number and address of the previous school, as well as the signature of a parent or legal guardian.

It is critical that the School be notified immediately of any changes in a student's name, address, phone number, responsible parent, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the School Director.

The Sugar Creek Charter School is dedicated to complying with all confidentiality laws protecting the privacy of their students and their families. Information regarding a student's progress will be shared only with parents or guardians, appropriate members of the School's faculty and staff, and any professional consultants retained for the purpose

of measuring and/or improving instructional quality. When information regarding student performance is made public, it will be presented in such a way as to avoid the identification of specific, individual students.

The School may not provide name, phone, or address lists to parents wishing to organize with other parents/guardians of students at the Sugar Creek Charter School. Parents must find alternative ways to acquire such information, such as circulating forms at parent events or meetings of the Parent Teacher Organization.