

# ZION OUTSCHOOL

## FERPA Notice & Your Rights

Academic Year 2026–27

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The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day ZION OUTSchool receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before ZION OUTSchool discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ZION OUTSchool to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue SW  
Washington, DC 20202

Under Arkansas ADE Rules (351), student permanent records will be maintained until your student receives a high school diploma or equivalent, or is beyond compulsory attendance age. Upon transfer to another school, ZION OUTSchool will provide a copy of the student's permanent record to the receiving school within 10 school days of request.

### Parent / Guardian Signature

*{{ferpaSignature}}*

{{ferpaDate}}

# ZION OUTSCHOOL

## Authorization to Release Student Records

Academic Year 2026–27

*This form authorizes your child's previous school to release educational records to Zion outSchool. Under the Family Educational Rights and Privacy Act (FERPA), a parent or guardian must provide written consent before a school may release student records to another institution. This signed form serves as that consent.*

### Part 1 — Student Information

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**Student's full legal name:** {{studentFirstName}} {{studentLastName}}

**Date of birth:** {{studentDOB}}

**Grade entering at Zion outSchool:** {{studentGrade}}

**Intended start date at Zion outSchool:** 08/03/2026

### Part 2 — Authorization Statement

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I, {{recordsSignature}}, the parent/legal guardian of {{studentFullName}}, authorize Zion outSchool to request and receive my student's educational records from the following previous school(s): {{previousSchool}}.

I understand that this authorization is provided in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and is intended for purposes related to the student's enrollment, transfer, or educational placement at Zion outSchool.

I certify that I am the parent or legal guardian of the student named above and that my rights regarding access to and control of the student's educational records have not been limited or revoked by court order or other legal action.

I further understand and acknowledge that my electronic or digital signature on this document is legally binding and carries the same legal force and effect as an original handwritten signature.

Printed Name {{parent1Name}}

Parent Signature {{recordsSignature}}

## Part 3 — Records Requested

Please send all available records for {{studentFullName}} {{studentDOB}}

- Academic transcript — all grades and course records for every year of enrollment
- Standardized test scores — all available including state assessments, national tests, and diagnostic evaluations
- Reading level or literacy assessment
- Mathematics placement or assessment records
- Current Individualized Education Program (IEP) — full document with all attachments and most recent annual review
- Speech-language evaluation and service records
- Occupational therapy evaluation and service records
- Gifted and talented program evaluation or participation records
- Any formal assessment for learning disabilities, ADHD, autism spectrum, or developmental concerns
- Immunization records — required for enrollment
- Complete disciplinary record — all formal disciplinary actions, detentions, suspensions, or expulsions

## Part 4 — Delivery Instructions

Please send all requested records by email to Zion outSchool.

<b>School</b>	Zion outSchool
<b>Attention</b>	Sandra Isenberger, Head of School
<b>Records Coordinator</b>	Racheal Whigham, Administrative Director
<b>Phone</b>	706-363-0492
<b>Email</b>	admin@zionoutschool.com

For school use: Records received \_\_\_\_\_ by \_\_\_\_\_ Date \_\_\_\_\_

Student records received are maintained in the student's permanent file and kept confidential per FERPA. Zion outSchool does not release student records to third parties without parent written consent.