



Community Action Project of Tulsa County, Inc. • captulsa.org

5330 E 31st St, Suite 300, Tulsa, OK 74135

918-382-3200

Information About Your Child's Student Record

To better serve your child and family now and in the future, CAP Tulsa maintains a student record with certain information. We understand you may be concerned about what we will do with such information – particularly any personal educational, health or financial information that identifies you, your child, or your family (“personal information”). You have a right to know how we use and handle your personal information.

What is a Student Record

CAP Tulsa defines a student record as information about a student that CAP Tulsa collects and maintains while the student is enrolled at CAP Tulsa. Your child's record may include:

- Information we receive from you on applications, forms and in other communications to use, where in writing, in person, by telephone or any other means;
- Information about your child's and family's interactions with us, our partners, or other working with CAP Tulsa to provide services to your child and family; and
- Information about your child's enrollment, activity, and progress in our early childhood education programs.

How Do We Use Information in the Student Record

CAP Tulsa follows all federal and state laws applicable to the information you provide, including, the Family Educational Rights and Privacy Act (“FERPA”) about student records.

The information we maintain in your child's student record may be used and disclosed in association with the service provider to your child and family, the payment for such services and CAP Tulsa business operations, including quality control efforts and analysis of school success. We will not release your information to nonaffiliated parties without your prior consent except: (1) as necessary for us to provide educational and support services to your child and family; (2) as requested by another school where your child will be or is enrolled; (3) when required to show compliance with federal or state requirements of our early childhood education program; (4) when we are required by law to give state or local juvenile justice officials information about your child's enrollment; (5) when conducting research on how to improve our early childhood education programs with researchers and other organizations; (6) when necessary for accrediting organizations to carry out their accrediting functions; (7) when requested by the parent(s) of a student who legally claim the child as a dependent for federal tax purposes; (8) when required by a judicial order or lawfully issued subpoena; (9) when required to appropriate officials in connection with a health or safety emergency; (10) when a state, local or tribal caseworker is authorized to see the student's record while legally responsible for the care and protection of the student in foster care placement; (11) when required for monitoring and evaluating federal nutrition programs; and (12) as permitted by law. We may provide information from your child's student record to companies under contract or otherwise affiliated with CAP Tulsa. Such affiliated companies may include community-based non-profit organizations, education organizations, school officials, clinics, and state agencies. The amount of information from a



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student record shared with these partners will be limited to that necessary for purposes of providing services, payment activities and business operations.

CAP Tulsa may provide information from your child's student record for research or reporting without your prior consent when that information is combined with other student records in such a way that your child or family cannot be identified from the shared information.

Confidentiality and Security

We will safeguard against unauthorized access to any of your child's student record. We train and oversee our employees and partners to ensure that your child's student record will be handled responsibly. We currently maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to guard your child's student record.

CAP Tulsa does not disclose any personally identifiable information except as outlined above or as stated in our Privacy Policy.

Your Rights Regarding Your Child's Student Record

As the parent or guardian of a CAP Tulsa student, you have the following rights regarding your child's student record:

1. You have the right to inspect and review your child's student record. To see your child's student record, you must complete a Parental Authorization for Release of Student Records Form which is available at your child's school or CAP Tulsa's Admissions Office. Once we receive your request, we will provide the information you requested from your child's student record within 45 days.
2. If you believe that something in your child's student record is inaccurate, misleading, or otherwise in violation of your child's privacy rights under FERPA, you have the right to request the record be changed for your concern be added to your child's student record.
3. Written consent must be requested before CAP Tulsa shares any information from your child's student record that would identify your child or family except when the information is shared in one of the cases listed above.
4. If you believe CAP Tulsa has failed to comply with FERPA requirements, you have the right to file a complaint with the U.S. Department of Education. Such complaints may be addressed to:

*Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520*