

**BOARD POLICY
STUDENT DATA PRIVACY COMPLAINTS**

CODE: JRA

It is the policy of the Okefenokee RESA Board of Control that the RESA School Districts (“District”) shall comply with the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency 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. Any parent or eligible student (“Complainant”) may file a complaint with the District if that individual believes or alleges that a possible violation of rights under the above laws has occurred not more than one (1) year prior to the date the complaint is received by the District. Complaints shall be handled in accordance with the following procedures.

1. The Executive Director shall designate at least one individual (“Designee”) to respond to student data privacy complaints.
2. Upon the receipt of a request from a Complainant, the Designee shall provide within 3 business days a complaint form, which may also be made available on the District’s website.
3. A written response shall be provided to the Complainant within 10 business days of the Designee’s receipt of the completed complaint form.
4. The Complainant may file an appeal with the Executive Director within 10 business days of receipt of the Designee’s response.
5. The Executive Director shall provide a written response to the Complainant within 10 business days of receipt of the appeal.
6. The Complainant may file an appeal to the Control within 10 business days of receipt of the Executive Director’s response.
7. The Board of Control shall render a final decision within 10 business days of receipt of an appeal.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Note: The State of Georgia has moved the Georgia Code. This new environment no longer allows us to link directly to the Georgia Code. For example enter 20-02-0211 in the search window and the Georgia Code will appear.

State Reference	Description
O.C.G.A 20-02-0667	Parental and student review of education record; model policies
Federal Reference	Description
34 CFR 98.7	Filing a complaint under PPRA
34 CFR 99.7	Contents of annual FERPA notice to parents and eligible students

Adopted: August 23, 2017