**STUDENT RECORDS POLICY**

**1. Overview**

Old Main STREAM Academy (OMSA) student records policy recognizes the obligation to prepare, maintain, and dispose of student records in a manner consistent with federal and state statutes.

**2. Purpose**

The purpose of this policy is for OMSA to comply with the procedures for inspection, review and disclosure of student records as set forth in 20 U.S.C. § 1232g, 34 C.F.R. Part 99.

**3. Scope**

This policy applies to all Student Records at Old Main STREAM Academy (OMSA).

**4. Policy**

All student records shall be up to-date and shall be maintained with appropriate measures of security and confidentiality.

The School will abide by the Family Educational Rights and Privacy Act of 1974 (“FERPA”) in regard to the procedures for inspection, review and disclosure of student records as set forth in 20 U.S.C. § 1232g, 34 C.F.R. Part 99.

Records governed by this policy include any recorded information directly related to a student and maintained by the School. Student records will be stored electronically via software maintained on a secure network and backed up each night that school is in session. Records will be maintained for the appropriate retention period required by federal and/or state regulations.

Paper versions of student records will be stored in locked fireproof cabinets or a fireproof room behind double locks. Records that have met their retention requirements and are not subject to other legal or audit holds, will be destroyed by burning or shredding the documents in accordance with Chapters 121 and 132 of the North Carolina General Statutes (archives and public records).

**5. Enforcement**

It shall be the responsibility of the OMSA School Principal and Board of Directors to administer this policy for OMSA.

**6. Distribution**

This policy is available to all Old Main STREAM Academy staff and the general public on the Old Main STREAM Academy website.

**7. Policy Version History**

| Version | Date | Description | Approved By |
| --- | --- | --- | --- |
| 1.0 | 4/8/2021 | Initial Policy Adopted | OMSA Board |

Legal Reference: N.C.G.S. 121, N.C.G.S 132