



TRANSFER OF EDUCATIONAL RECORDS

I. PURPOSE

The purpose of this policy is to set forth Nextide Academy's purpose to transmit educational records to a student's new school as required by law or to provide transcripts requested by students/parents/guardians

II. POLICY STATEMENT

It is the policy of Nextide Academy to establish a policy of transferring educational records that complies with the requirements of state law and to provide the same at the request of students/parents/guardians.

II. TRANSFER OF RECORDS TO SCHOOL OF ENROLLMENT

A. Nextide Academy has partnered with Parchment (<http://www.parchment.com>) to transmit educational records (transcripts). All requests for records should go through the Parchment website. Once the request is authenticated by Nextide Academy Front Office, the records will be transmitted electronically or by mail.

B. The transmitted records will include information about any formal suspension, expulsion, and exclusion action under the code of Virginia. If the school has received from the court any disposition order which adjudicates the student as delinquent for committing an illegal act on school property or for certain other illegal acts as set forth in Virginia. Stat. §23-9.2:15, the disposition order must also be included in the transmitted records.

C. As part of its annual notice under the Family Educational Rights and Privacy Act (FERPA), Nextide Academy will notify parents that formal disciplinary records will be included in the records sent to the new school.

D. Upon request, Nextide Academy will provide the parent with a copy of the education records which have been transmitted.