
TRANSCRIPT REVISIONS POLICY

Pathways Academy Adult Education (“PAAE” or the “Charter School”) adopts this Transcript Revision Policy and will adhere to all applicable laws and regulations including the Family Educational Rights and Privacy Act (“FERPA”), California Education Code sections 49066 and 49070, and AB 711.

An adult student or parent/guardian of minor student may challenge the content of an educational record, for example following an inspection and review of the student’s educational records. The adult student or parent/guardian of minor student may file a written request with the Charter School’s Executive Director to correct or remove any information recorded in the student’s written records that are alleged to be:

- 1) Inaccurate;
- 2) An unsubstantiated personal conclusion or inference;
- 3) A conclusion or inference outside of the observer’s areas of competence;
- 4) Not based on the personal observation of a named person with the time and place of the observation noted;
- 5) Misleading; or,
- 6) In violation of the privacy or other rights of the student.

Within thirty (30) days of receipt of a written request, the Executive Director or designee shall meet with the adult student or parent/guardian of minor student and the Charter School employee who recorded the information in question, if any, and if the employee is presently employed by the Charter School. The Executive Director shall then sustain or deny the allegations.

- 1) If the Executive Director sustains any or all of the allegations, the Executive Director shall order the correction or the removal and destruction of the information. However, the Executive Director shall not order a student’s grade to be changed unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which the grade was given and is, to the extent practicable, included in all discussions relating to the changing of the grade.
- 2) If the Executive Director denies any or all of the allegations and refuses to order the correction or the removal of the information, the adult student or parent/guardian of minor student may, within 30 days of the refusal, appeal the decision in writing to the Charter School’s Board of Directors (the “Board”).

Within thirty (30) days of receipt of an appeal, the Board shall determine whether or not to sustain or deny the allegations. To make such determination, the Board may consult with the adult student or parent/guardian of minor student, and the Charter School employee who recorded the information in

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question, if any, and if the employee is presently employed by the Charter School, and the Executive Director, at the Board meeting.

- 1) If the Board sustains any or all of the allegations, it shall order the Executive Director to immediately correct or remove and destroy the information from the written records of the student, and inform the adult student or parent/guardian of minor student in writing. However, the Board shall not order a student's grade to be changed unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which the grade was given and is, to the extent practicable, included in all discussions relating to the changing of the grade.
- 2) The decision of the Board shall be final.
- 3) Records of the administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board, unless the adult student or parent/guardian of minor student initiates legal proceedings relative to the disputed information within the prescribed period.

If an adult student or parent/guardian of minor student requests to change the name, gender, or both of a student or former student, the Charter School shall comply with all requirements set forth in AB 711.