



PROCESS FOR REQUESTING CURRICULUM INFORMATION

1. Parents submit a request in writing to the Principal of the site.
 - a. [Parents Rights Handbooks](#) outlines the process.
2. Principal coordinates with the ASU Prep Curriculum Team and Teacher to provide requested information in accordance with the law.

PROCESS FOR REQUESTING ALL OTHER INFORMATION (PARENT)

1. Parents submit a help ticket request through a link on the website.
 - a. Link to Ticket: <https://support.asuprep.org/support/catalog/items/120>
 - i. If parents do not have an account in the ASU Prep help ticket system they will be prompted to create an account.
 - b. Parents may request any and/or all of the electronic accounts of the parents child, including all of the following:
 - Attendance records.
 - Test scores of school-administered tests and statewide assessments.
 - Grades.
 - Extracurricular activities or club participation.
 - Disciplinary records.
 - Counseling records.
 - Psychological records.
 - Applications for admissions.
 - Health and immunization information, including medical records that are maintained by a health clinic or medical facility operated or controlled by the school district or charter school or that are located on the school district or charter school property.
 - Teacher and counselor evaluations.
 - Reports of behavioral patterns.
 - Email accounts.
 - Online or virtual accounts or data.
2. ASU Prep registrars will compile the information requested and unless otherwise indicated in request, email the response.
 - a. All responses will be reviewed for compliance by the Director of Student Data and State Compliance.