

## 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: <a href="https://support.asuprep.org/support/catalog/items/120">https://support.asuprep.org/support/catalog/items/120</a>
    - 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.
  - All responses will be reviewed for compliance by the Director of Student Data and State Compliance.