



Student Records Policies & Requests

Gersh Academy complies with all FERPA and HIPAA requirements in relation to student education and health records, including maintaining a record access log. Gersh Academy maintains the records of students until the age of 29 or 7 years post the student's assumed graduation date. After that time, only transcripts and demographic data is archived digitally.

As part of the treatment process, placing district/agency and parent/guardians routinely receive the following documents, including but not limited to:

- Comprehensive treatment goals
- Treatment team minutes
- Report cards
- IEP progress marks
- FBA/BIP progress monitoring forms

Youth over 18 years of age, parents/guardians, schools in which a student seeks to enroll, or health agencies are permitted access to an individual student's record through an official Records Request or authorization by a parent/guardian and/or the individual. Both FERPA and HIPAA laws allow for the releasing of records to these parties without consent by the individual or parent.

Gersh Academy is committed to ensuring student privacy in accordance with local, state and federal regulations.

Request student Records

To access a student record, complete a **Record Request Form**. This form is for a current parent, parent of an alum, and/or alums themselves (over the age of 18).

To grant permission for release of records, complete an **Authorization for the Disclosure of Protected Information**. This form is used when a parent or youth themselves (over the age of 18) is authorizing Gersh Academy to release records or information directly to another agency. Other agencies requesting records directly may send signed consents to the email address below.

Please note: *Gersh Academy records may contain mental health information. This information is obtainable with signed consent.*

Forms should be downloaded, completed, signed and then emailed to: studentrecords@gershacademy.org