



Parents' Bill of Rights-Procedure

Student Records Review

Parents or guardians with legal guardianship of an SCA student may request to review their child's records by submitting a written request to the. The request must include the following information:

- The date of the request
- Your name
- Your contact information
- Your child's name
- Your child's grade
- Your child's teacher
- Identification or description of the specific records you wish to review

Pursuant to the SCA Parents' Rights Policy, all requests will be responded to within three business days of receipt.

Curriculum Review

Parents or guardians with legal guardianship of an SCA student may request to review curriculum provided in their child's classroom. The request for such review must be made within the first 2 weeks of the marking period. This request must be sent to the Superintendent with a copy sent to their classroom teacher. All such requests will be responded to within 5 business days and include the date, time and location the material will be made available for review.

Requests must be submitted via email or delivered to the front office in an envelope addressed to the Superintendent.

Contact Information: Superintendent, Mandy Brewington -
mbrewington@scintillacharteracademy.com

[Click for classroom teachers email address](#)

Any documents provided for review under these policies may not be removed from the location identified for review.

For more information regarding Parents Rights to review such documents see SCA Parents' Rights Policy.

