



## PARENTAL INFORMATION REQUESTS POLICY

Parents may request in writing from the Executive Director any of the information the parent has the right to access under North Carolina law (Chapter 115C, Article 7B, Part 3). When a parent submits a written request for any such information, the Sterling Montessori Academy & Charter School will respond as follows:

1. Within 10 business days of receiving the written request, the Level Director shall either, (i) provide the requested information to the parent or (ii) provide an extension notice to the parent that, due to the volume or complexity of the request, the information will be provided no later than 20 business days from the date of the parental request.
2. If the Level Director (i) denies or fails to respond to the request for information within 10 business days or (ii) fails to provide information within 20 business days following an extension, the parent may submit a written request for the information to the Executive Director, along with a statement specifying the time frame of the denial or failure to provide information by the Level Director.
3. If the Executive Director] denies or does not respond to the request for information within 10 business days, the parent may appeal the denial or lack of response to the Laura Holland Uzzell Board of Directors. The parent must submit a written appeal no later than 20 business days from the date of the request to the Executive Director.
4. If there is a timely appeal to the LHU Board of Directors, the Board shall place the parent's appeal on the agenda for the next meeting of the Board occurring more than three business days after submission of the appeal. A decision of the Board under this section is final and is not subject to judicial review.

A copy of this policy shall be posted on the school website ([www.sterlingmontessori.org](http://www.sterlingmontessori.org)).

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References: N.C.G.S. 115C-76.40.

Board Approval Date: \_\_\_\_\_, 2023