

**STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS  
(Notification to Parents/Legal Guardians/Custodians of Record and Students of  
Rights Concerning Student Education Records)**

The Family Educational Rights and Privacy Act ("FERPA") and Colorado law afford parents/legal guardians/custodians of record ("parent") and students over 18 years of age ("eligible students") certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within three (3) days of the district receiving a request for access.

A parent or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record (s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The parent or eligible student shall examine the student's education records in the presence of the principal and/or other person(s) designated by the principal. The record itself shall not be taken from the district building.

During inspection and review of student education records by a parent or eligible student and when requested by them, the principal will provide personnel necessary to give explanations and interpretations of the records.

Upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost not to exceed .25 per page.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.

A parent or eligible student may ask the district to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the school principal (or appropriate school official) within 10 days of the date records were first examined, clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student.

If the principal, after consulting with other persons having relevant information, decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The district response to the request shall be mailed within ten (10) school days. The hearing shall be held in accordance with the following:

- a. The hearing will be held within fifteen (15) school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.
- b. The hearing will be conducted by a principal or higher administrative official as designated in writing by the superintendent. The official conducting the hearing shall not be the

- principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.
- c. Parent or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
  - d. The official designated above shall make a decision in writing within ten (10) school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
  - e. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
  - f. The decision shall include a statement informing the parents or eligible student of their right to place in the student records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the district. If the student record is disclosed by the school to any other party, the explanation shall also be disclosed to that party.
3. The right to privacy of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.
- The district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202-4605
5. The right to refuse to permit the designation of any or all of the categories of directory information.
6. The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers as well as directory information of secondary school students will be released to military recruiting officers within ninety (90) days of the request unless a student submits a written request that such information not be released.

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