

Students
Student Records, Confidentiality

The Board of Education recognizes the legal requirement to maintain the confidentiality of student records. The Superintendent shall develop regulations to ensure that all requirements of federal and state statutes and regulations are met by the district. The intent of this policy is to ensure that the following conditions occur:

The Superintendent/or designee shall ensure the following:

- Parents/guardians shall be informed annually of their rights and under what conditions their prior consent is not required to disclose information.
- Parents/guardians and eligible students shall be permitted to inspect and review educational records and shall be provided a statement of the procedure to be followed. The procedure shall allow conditional access to education records; shall provide a description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records; shall provide a schedule of fees for copies; and shall provide a listing of the types, descriptions and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records. . The school district shall notify parents of secondary school students that it is required to release the student's name, address, and telephone listing to military recruiters and institutions of higher learning upon request.
- Parents or eligible students may request that the district not release this information and the district shall comply with the request.
- The school district shall will retain and dispose of the district's student records per applicable state statutes.
- The school shall not disclose personally identifiable information from a student's education records without the prior written consent of the student's parent/guardian except as otherwise permitted by board policy. Specify the criteria for determining which school officials may be informed of personally identifiable information. The school shall specify the personally identifiable information to be designated as directory information.
- The school shall maintain the record of disclosures of personally identifiable information from a student's education records and permit a parent/guardian to inspect that record.³
- The school shall provide a parent/guardian with an opportunity to seek the correction of the student's educational records through a request to amend the records or a hearing, and shall permit the parent/guardian or an eligible student to place a statement in the education records of the student.
- The school shall guarantee access to student records to authorized persons within ten business days following the date of request. Where a request is made by a parent of a student receiving special education such records shall be provided within five (5) business days of receipt of such request. Where a request is made by a parent of a student

Students
Student Records; Confidentiality
definitions (Continued)

- in order to prepare for a planning and placement team meeting, or a due process hearing, such records shall be provided within three (3) business days of receipt of such request.
- The school shall assure security of students records.

This policy, as applicable to the release of student directory information, applies equally to military recruiters, the media, colleges and universities and prospective employees.

Legal Reference:

Connecticut General Statutes
1-210(b) (II) and (17) Access to public records. Exempt Records
7-109 Destruction of documents
10-15b Access of parent or guardian to student's records
10-154a Professional communications between teacher or nurse and student.
10-209 Records not to be public.
10-221b Boards of Education to establish written uniform policy re: treatment of recruiters.
11-8a Retention, destruction and transfer of documents
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
46b-56 (e) Access to Records of Minors.
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).
Federal Family Educational Rights and Privacy Act of 1974
(section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.c. 1232g).
Dept. of Education 34 C.F.R. Part 99 (May 9, 198045 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education provisions act (20 U.S.C. 1232g) -parent and student privacy and other rights with respect to educational records, as amended 11/21/96, **and** Final Rule 34 CFR Part 99, December 9, 2008
USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. 233 b (g) (5) (B) and 2331
PL 107-110 "No Child Left Behind Act of 2001" Sections 5208 and 9528
Owasso Independent Sch. Dist. No. 1-011 v. Falvo, 534 U.S. 426 (2002)

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

Policy Adopted: 10/3/90
Policy Revised:
Policy Approved: 7/9/03
Policy Revised: 10/7/09