

STUDENT RECORDS: NOTIFICATION OF PARENTS AND STUDENT RIGHTS

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain a file for each student that shall contain the information, including but not limited to the following:

1. birth certificate
2. proof of residency
3. unique student identifier
4. basic identifying information
5. academic transcripts
6. attendance record (may only be kept in Student Information System)
7. immunization records
8. intelligence and aptitude scores
9. psychological reports
10. achievement test results
11. honors and awards
12. special education data
13. verified information of clear relevance to the student's education
14. log pertaining to release of student's record
- ~~15.~~ records of suspensions or expulsions from school

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records.

- 1. The right to inspect and copy the student's education records within a reasonable time of the day the District receives a request for access.**
 - a. Students less than eighteen (18) years of age have the right to inspect and copy their permanent record.
 - b. Parents/guardians or students should submit a written request that identifies the record(s) they wish to inspect to the school principal/designee.
 - c. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.
 - d. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

- e. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.
 - f. When the student reaches eighteen (18) years of age, or is attending an institution of post-secondary education, all rights and privileges accorded to the parent(s)/guardian(s) become exclusively those of the student.
2. **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**
- a. Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper.
 - b. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.
 - c. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment.
 - d. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**
- a. Disclosure is permitted without consent to school officials with legitimate educational or administrative interests.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- c. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law.
- d. The right to challenge school student records does not apply to:
 - 1) academic grades of their child; or
 - 2) references to expulsions or out-of-school suspensions.
- e. Disclosure is also permitted without consent to:
 - 1) any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified;
 - 2) any person named in a court order; and
 - 3) appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**
 - a. Throughout the school year, the District may release directory information regarding students, limited to:
 - name
 - address
 - gender
 - grade level
 - birth date and place
 - parents'/guardians' names and addresses
 - academic awards, degrees, and honors
 - information in relation to school-sponsored activities, organizations, and athletics
 - major field of study
 - period of attendance in school
 - student photograph or photographs
 - b. Parent(s)/guardian(s) or eligible students may prohibit the release of the above information by completing the directory information opt-out form available at [insert URL] or by delivering a written objection to the building principal within thirty (30) days of the date of this notice.

- c. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.
- 6. The right to request that that information not be released to military recruiters and/or institutions of higher education.**
- a. Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.
 - b. Parent(s)/guardian(s) or eligible students may prohibit the release of this information by completing the directory information opt-out form available at [insert URL] or by delivering a written objection to the building principal within thirty (30) days of the date of this notice.
- 7. 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