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Contact: Assistant Superintendent

## **POLICY 515 PROTECTION AND PRIVACY OF STUDENT RECORDS**

### **I. PURPOSE**

To collect, maintain and disseminate pupil records and protect the privacy rights of students as provided in federal law and state statutes.

### **II. GENERAL STATEMENT OF POLICY**

The Superintendent of Schools is the 'designated authority' for the District regarding collection, storage and dissemination of information relating to students. In carrying out the duties and responsibilities, the Superintendent:

- A. May delegate certain activities relating to student records to administrators and/or counselors.
- B. Shall develop regulations for the collection, storage and dissemination of student records.
- C. Shall execute responsibilities relating to student records in accordance with federal and state laws and regulations and in accordance with established procedures protecting the rights of individuals.
- D. Shall provide adequate information to the public relating to the types of records maintained on students, of the procedure and right to inspect student records and of the name of the individual responsible for student records.
- E. Shall provide ongoing monitoring and evaluation of the student records system to assure appropriate change relative to federal and state laws and regulations and the needs of the District.

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## **REGULATION 515                      PROTECTION AND PRIVACY OF STUDENT RECORDS**

### **I.        DEFINITIONS**

#### **A.        Authorized Representative**

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

#### **B.        Biometric Record**

“Biometric record” as referred to in “Personally Identifiable” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics and handwriting).

#### **C.        Dates of Enrollment**

Date of enrollment, as referred to in Directory Information, means the period of time during which a student attends or attended a school or schools in the District. The term does not include specific daily records of a student’s attendance at a school or schools in the District, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the District.

#### **D.        Dependent Student**

A “dependent student” is an individual who during each of five (5) calendar months during the calendar year in which the taxable year of the parent begins is a full-time student at an educational institution. Evidence of dependent student status may include being claimed as a dependent on the parent’s tax return.

## E. Directory Information

“Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, photograph, electronic image, film or video; date and place of birth; major field of study; dates of enrollment; grade level; enrollment status (i.e. full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. Directory information does not include personally identifiable data that references religion, race, color, social position or nationality.

Directory information does not include a student’s social security number or a student’s identification number (“ID”) if the ID may be used to access educational records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password or other factor known or possessed only by the authorized user. It also does not include personally identifiable data, which references religion, race, color, social position or nationality. Data collected from nonpublic school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student’s parent.

## F. Education Records

1. What constitutes “education records”. Education records means those records that: (1) are directly related to a student; and (2) are maintained by the District or by a party acting for the District.
2. What does not constitute an education record. The term “education records” does not include:
  - a. Records of instructional personnel which:
    - (1) are in the sole possession of the maker of the record; and
    - (2) are not accessible or revealed to any other individual except a substitute teacher; and
    - (3) are destroyed at the end of the school year.
  - b. Records of a law enforcement unit of the District, provided educational records maintained by the District are not disclosed to the unit, and the law enforcement records are:
    - (1) maintained separately from education records;
    - (2) maintained solely for law enforcement purposes; and

- (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the District that:
  - (1) are made and maintained in the normal course of business;
  - (2) relate exclusively to the individual in that individual's capacity as an employee; and
  - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the District who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
  - (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the District.
- e. Records that only contain information about an individual after he or she is no longer a student at the District and that are not directly related to the individual's attendance as a student.

#### G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

#### H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or staff member’s contract or position description approved by the School Board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, and student job placement or student financial aid.
4. Perform a task directly related to responding to a request for data.

J. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The District may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument that provides to the contrary.

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number, student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the District reasonably knows the identity of the student to whom the education record relates.

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.



M. Responsible Authority

“Responsible authority” means *Assistant Superintendent*.

N. Student

“Student” includes any individual who is or has been in attendance; enrolled or registered at the District and regarding whom the District maintains education records. Student also includes applicants for enrollment or registration at the District, and individuals who receive shared-time educational services from the District.

The term “Student” is inclusive of individuals enrolled in early childhood and adult basic education programs in the District.

O. School Official

“School official” includes: (a) a person duly elected to the School Board; (b) a person employed by the School Board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the School Board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the School Board to perform a special task such as a secretary, a clerk, as public information officer or data practices compliance official, health or medical staff, therapist, an attorney or an auditor for the period of his or her performance as a staff member or contractor.

P. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

## II. GENERAL CLASSIFICATION

State law provides that all data collected, created, received or maintained by a District are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a District that relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions FERPA and the regulations promulgated thereunder.

### III. STATEMENT OF RIGHTS

#### A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this Policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this Policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of secondary students' names, addresses, and home telephone numbers to military recruiting officers;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this Policy at the location set forth in the COPIES OF POLICY section of this Policy.

#### B. Eligible Students

All rights and protections given parents under this Policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

#### C. Disabled Students

The District shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

#### IV. DISCLOSURE OF EDUCATION RECORDS

##### A. Consent Required for Disclosure

1. The District shall obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein. *Refer to Appendix, Page 34, "Consent to Release Private Data."*
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made; and
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the District shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the District shall provide the student with a copy of the records disclosed
4. A signed and dated written consent may include a record and signature in electronic form that:
  - a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;

- b. dated;
- c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause "e" above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date, which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a District that are subject to third-party reimbursement. *Refer to Appendix, Page 35, "Permission to Release Information for Medical Assistance/Minnesota Care Third Party Billing."*

Eligible Student Consent - Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in the STATEMENT OF RIGHTS section of this Policy.

**B. Prior Consent for Disclosure Not Required**

The District may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the District whom the District determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the District has outsourced institutional services or functions provided that the outside party;

- a. performs an institutional service or function for which the District would otherwise use employees;
  - b. is under the direct control of the District with respect to the use and maintenance of education records; and
  - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (See Part XIX.), suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7 (c) of §121A.75. On request, the District will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA section of this Policy.
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in-kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the District that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the District shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted and the District enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy or return to the District all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the District may not allow that third party access to personally identifiable information from education records for at least five (5) years.

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the District makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the District initiates legal action against a parent or student it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the District, the District may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the District to defend itself.

Exception: In the case of a lawfully issued subpoena *ducas tecum* (subject to certain exception) requiring the disclosure of any private or confidential data the court's attention shall be called, through the proper channels, to those statutory provisions, rules or regulations which restrict the disclosure of such information (Minnesota rules Part 1205.0100, subpart 5);

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the District may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or students. A record of this disclosure must be maintained pursuant to THE RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD

KEEPING section of this policy. In addition, an educational agency or institution may include in the educational records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the District and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the District has designated as “directory information” pursuant to the RELEASE OF DIRECTORY INFORMATION section of this Policy;
14. To military recruiting officers pursuant to the MILITARY RECRUITMENT section of this Policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations that the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;



- b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law; notify the student's parent by certified mail of the request to disclose information. If the student's parent notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent is received within fourteen (14) days, the school official must respond to the request for information.  
*Refer to Appendix, Page 31-33, Juvenile Justice System Request for Information* (not mandated and mandated).

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file.

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3 or if there is a history of violent behavior resulting in administrative recommendation to expel and/or pursue criminal charges. The principal must notify the counselor immediately and must place the disposition order and/or recommendation for expulsion in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other District staff, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation

about which the school must provide information if this information is provided in the disposition order. If known, the notice should also include information regarding the types of situations that might trigger violent behavior and successful strategies or interventions. Documents staff members may review to assist in understanding the student (e.g., IEP or 504 Plan) should also be available for review *Refer to Appendix, Page 35, "Staff Notification of Violent Behavior by Students"*. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent.

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other District staff, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's educational record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action.

21. Information provided to the District concerning sex offenders and other individuals required to register in accordance with the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and applicable federal guidelines.
22. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service of contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and  
  
(b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
23. To an agency caseworker or other representative of the State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's educational records.

C. Nonpublic School Students

The District may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order
2. Pursuant to a statute specifically authorizing access to the private data; or

3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being considered.

## V. RELEASE OF DIRECTORY INFORMATION

### A. Classification

Directory information is public except as provided herein.

### B. Former Students

Unless a former student affirmatively opted out of the release of directory information in his or her last year of attendance, the District may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the District may release records that only contain information about an individual obtained after he or she is no longer a student at the District and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the District).

### C. Present Students and Parents

The District may disclose directory information from the education records of a student without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the District shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parent that the District has designated as directory information;
  - b. the parent's or eligible student's right to refuse to let the District designate any or all of those types of information about the student and/or the parent as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the District, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this Policy.
3. A parent of eligible student may not opt out of the directory information disclosures to:
  - a. prevent the District from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the District from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the District as directory information.
4. The District shall not disclose or confirm directory information without meeting the written consent requirements contained in Section IV. A. of this Policy if the student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible students prior written consent. *Refer to Appendix, Page 40, "Parent Request for Nondisclosure of Directory Information."*

E. Duration

The designation of any information as directory information about a student or parents will remain in effect until changed or amended by the parent or eligible student, or until otherwise determined by law.

VI. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records, which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The District may not disclose private records or their contents except as summary data, or except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this Policy, without the prior written consent of the parent or the eligible student. The District will use reasonable methods to identify and authenticate the identity of parents, students, school officials and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;

- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

VII. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the District shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

### C. Investigative Data

Data collected by the District as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The District may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency or the public if the District determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, District staff and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the District, or by the chief attorney for the District, not to pursue the civil legal action. However, such investigation may subsequently become active if the District or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.



D. Chemical Abuse Records

To the extent the District maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

VIII. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all District records pertaining to the student, including any tests or reports upon which the action proposed by the District may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

IX. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The District will release the names, addresses and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data to military recruiters pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
  - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
  - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the building Principal in writing, within 30 days of the publication of the notice. The written request must include the following information:
  - 1. Name of student and parent, as appropriate;
  - 2. Home address;

3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information that are not to be released to military recruiters and post-secondary educational institutions; and
  7. Specific category or categories of information that are not to be released to the public, including military recruiters and post-secondary educational institutions.
- D. Annually, the District will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of secondary students without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the District's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the RELEASE OF DIRECTORY INFORMATION section of this Policy also must be followed. Accordingly, to the extent the District has designated the name and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## X. LIMITS ON REDISCLOSURE

### A. Redisclosure

Consistent with the requirements herein, the District may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not preclude the District from disclosing personally identifiable information under the DISCLOSURE OF EDUCATION RECORDS section of this Policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the District provided:
  - a. The disclosures meet the requirements of the DISCLOSURE OF EDUCATION RECORDS section of this Policy; and
  - b. The District has complied with the record-keeping requirements of the RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING sections of this Policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent, student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the District must provide the notification required in the LIMITATIONS ON REDISCLOSURE NOTIFICATION section of this Policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the District.

D. Notification

The District shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section X. of this regulation, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of the state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the District improperly rediscloses personally identifiable information from the educational records or fails to provide notification required under this section of this Policy, the District may not allow that third party access to personally identifiable information from the education records for at least five (5) years.

## XI. RESPONSIBLE AUTHORITY, RECORD SECURITY AND RECORD KEEPING

### A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

### B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

### C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

*Refer to Appendix 41, "Building Plan for Securing Student Records."*

### D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this Policy and the various administrative policies of the District. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C., which shall be attached to and become a part of this policy.

### E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student, which indicates:

- a. the parties who have requested or received personally identifiable information from the education records of the student; and
  - b. the legitimate interests these parties had in requesting or obtaining the information;
  - c. the names of the state and local educational authorities and federal officials and agencies listed in the Prior Consent for Disclosure Not Required section of this policy. *Refer to Appendix, Page 42, "Record of Inspection of Student Records."*
2. In the event the District discloses personally identifiable information from an education record of a student pursuant to Paragraph B. of the LIMITS ON REDISCLOSURE section of this Policy, the record of disclosure required under this section shall also include:
- a. the names of the additional parties to which the receiving party may disclose the information on behalf of the District; and
  - b. the legitimate interests under the DISCLOSURE OF EDUCATION RECORDS section of this Policy which each of the additional parties has in requesting or obtaining the information.
  - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in PRIOR CONSENT FOR DISCLOSURE NOT REQUIRED section of this Policy in accordance with 34 C.F.R. § 99.32 and to whom the District disclosed information from an education record. The District shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Paragraph one (1) of the Record Keeping section of this Policy does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Paragraph B.1 of the DISCLOSURE OF EDUCATION RECORDS section of this Policy, to requests for disclosures of directory information under the RELEASE OF DIRECTORY INFORMATION section of this Policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower

than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the District.
5. The District shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
  - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - b. the parties to whom the District disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the District maintains the student's education records.

## XII. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

### A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student who is also a Dependent Student

The District shall permit the parent of a student, an eligible student or the parent of an eligible student who is also a dependent student who is or has been in attendance in the District to inspect or review the education records of the student, except those records that are made confidential by state or federal law or as otherwise provided in the DISCLOSURE OF PRIVATE RECORDS section of this Policy.

### B. Response to Request for Access

The District shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the District to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the District shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this Policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the District a written request to inspect education records that identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information that pertains to that student.

G. Authority to Inspect or Review

The District may presume that either parent of the student has authority to inspect or review the education records of a student unless the District has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody that provides to the contrary.

## H. Fees for Copies of Records

1. The District may charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required preparing the copies;
  - c. any schedule of standard copying charges established by the District in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. The cost of providing copies shall be borne by the parent, eligible student or requesting party.
3. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent the parent or eligible student from exercising their right to inspect or review the student's education records.
4. The District reserves the right to charge for copies of transcripts and /or records it forwards to potential employers or post-secondary institutions for employment or admissions purposes. The fee for such copies and other copies forwarded to third parties with prior consent, as a convenience will be based on actual search / retrieval, copying costs and postage if that is involved. *Refer to Appendix, Pages 43 and 44, "Costs for Student Records and Procedures and Costs for Obtaining Public Information from Technology Office."*

## XIII. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

### A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy or other rights of the student may request that the District amend those records.



1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school District to make. The request shall be signed and dated by the requestor.
2. The District shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time after receiving the request.
3. If the District decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the District refuses to amend the education records of a student, the District, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the District decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the District decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the District, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the District as part of the education records of the student so long as the record or contested portion thereof is maintained by the District; and
  - b. if the education records of the student or the contested portion thereof are disclosed by the District to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the District has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the District who does not have a direct interest in the outcome of the hearing. The School Board attorney shall be in attendance to present the School Board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity at the hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The District shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of the Minn. Stat. Ch. 14 relating to contested cases.

XIV. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means Assistant Superintendent.
- C. Any request by an individual with a disability for reasonable modifications of the District's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

## XV. COMPLAINTS FOR NONCOMPLIANCE

### A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by 20 U.S.C. §1232g, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

### B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of 20 U.S.C. §1232g and the rules promulgated thereunder has occurred.

## XVI. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to 20 U.S.C. §1232g. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The District may not require such a waiver

## XVII. ANNUAL NOTIFICATION OF RIGHTS

### A. Contents of Notice

The District shall give parent of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the District to comply with the requirements of 20 U.S.C. §1232g, and the rules promulgated thereunder;

5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the District has determined to have legitimate educational interests; and
  6. That the District forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Elementary and Secondary Education Act and, if applicable, a student's history of violent behavior. *Refer to Appendix, Page 45, "Public Notice".*
- B. Notification to Parents of Students Having a Primary Home Language Other Than English
- The District shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.
- C. Notification to Parents or Eligible Students Who are Disabled
- The District shall provide for the need to effectively notify parents or eligible students identified as disabled.

#### XVIII. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the District shall be controlled by state and federal law.

#### XIX. COPIES OF POLICY

Copies of this Policy may be obtained by parents and eligible students at the office of the building Principal.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
 Minn. Stat. § 120A.22 (Compulsory Instruction)  
 Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)  
 Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
 Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
 Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)  
 Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
 Minn. Rules Parts 1205.0100-1205.2000  
 20 U.S.C. Sec. 1232g *et seq.* (Family Educational Rights and Privacy Act)  
 26 U.S.C. Secs. 151 and 152 (Internal Revenue Code)  
 34 C.F.R. Secs. 99.1-99.67

**Cross References:** Policy 506 (Student Discipline)  
 Policy 515.1 (Administration Procedures for Research)  
 Policy 524 (Acceptable Use and Safety Policy of District Network System)  
 Policy 529 (Staff Notification of Violent Behavior by Student)

# Appendix



Bloomington Public Schools  
1350 West 106<sup>th</sup> Street  
Bloomington, MN 55431

CONSENT  
TO RELEASE  
PRIVATE DATA

Student's Full Name: \_\_\_\_\_ ID: \_\_\_\_\_ Month/Day/Year: \_\_\_\_\_

Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_ School: \_\_\_\_\_ School Phone: \_\_\_\_\_

Parent Name \_\_\_\_\_ Parent Home Phone \_\_\_\_\_ Parent Address \_\_\_\_\_

I authorize \_\_\_\_\_  
Person Responsible Telephone Number School District Number School District Phone Number

School Name \_\_\_\_\_ School Address \_\_\_\_\_  
☐ to release information to: ☐ to obtain information from: (Check either or both boxes as needed)

Name/ Title \_\_\_\_\_

Organization \_\_\_\_\_ Organization Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student records may be examined by parent(s), or student if age 18 and older. The information to be released:

- ☐ Official School Records (name, address, birthdate, sex, attendance record, grade level, grades, class rank, standardized group test results)
- ☐ Health Record ☐ Chemical Abuse/Dependency Report
- ☐ Psychological Records ☐ Medical Report (including related services)
- ☐ Special Education Results (including related services) ☐ Psychiatric Report
- ☐ Teacher, Counselor, Staff Observations ☐ Social Work Report
- ☐ Other (specify) \_\_\_\_\_

The purpose of this request \_\_\_\_\_

I understand that this authorization takes effect the day I sign it. It expires on \_\_\_\_\_  
or no more than one year from the date of my signature. (M/D/Y)

I also understand that I may change this authorization at any time.

This information shall not be released to third parties without the additional consent of the undersigned.

X \_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature or Student if age 18 or older (M/D/Y)

ENCLOSED: Parent Rights and Procedural Safeguards brochure Copies: PRF, IEP Service Coordinator, Parent,  
IEP Manager

This form is available in several languages, Braille, or other format. Contact the Building Special Education Staff



**PERMISSION TO RELEASE INFORMATION FOR  
MEDICAL ASSISTANCE/MINNESOTACARE THIRD PARTY BILLING**

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dear Parent/Guardian:

Bloomington Public Schools is pleased to provide special education services to your child. We are committed to high quality special education services. You can help us get additional funds to help provide these services.

We are asking for your support of the Third Party Reimbursement program. State law requires schools to seek third party reimbursement for Individualized Education Program (IEP) health related services. These services may include speech/language/hearing services, occupational therapy, physical therapy, nursing, mental health services (psychological and social work services), personal care services, assistive technology devices, oral language interpreters, and special transportation.

These funds are separate funds set aside **only** for IEP health related services. **Other Medical Assistance or MinnesotaCare benefits are not affected.** There will be **no** cost to your family and our billing **will not** affect any other Medical Assistance or MinnesotaCare annual or lifetime service limits.

This letter is to notify you that we will bill Medical Assistance or MinnesotaCare for IEP health related services for your dependent. **We need your signature to release records to apply for reimbursement from the Minnesota Department of Human Services (DHS).** The records released may include your child's IEP, IEP health related services documentation, and medical orders prescribed by the District's consulting medical doctor beginning with the past school year. At your request we will send you copies of the records we share for billing. You may cancel your permission to release information in writing at any time.

Your permission lets us share records as long as your child receives IEP health related services. We need your signature only one time. If you do not sign, the District will not get this additional funding. **However, your child's IEP services will not be affected**

Please sign below and return it in the enclosed envelope. If you have already given us permission to share your child's records with DHS, please disregard this request. We appreciate your support and cooperation. If you have questions, you may call the Assistant Superintendents Office at 952-681-6478.

Sincerely,

Eric Melbye  
Assistant Superintendent

**My signature below allows Bloomington Public Schools to release information to obtain IEP health related services reimbursement from Medical Assistance/MinnesotaCare.**

Parent/Legal Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student if age 18 or older)



*[Note: The use of this form is not mandated by statute. However, the juvenile justice system is required by law to submit a written request for such data and to provide a written certification concerning nondisclosure to others without consent as provided below. In addition, the District is required to maintain such requests and a record of any release in the student's file.]*

### JUVENILE JUSTICE SYSTEM REQUEST FOR INFORMATION

Family Educational Rights and Privacy Act  
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(a)

**DATE/TIME OF REQUEST:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
(Building Principal)

**FROM:** \_\_\_\_\_  
(Requester's name/agency)

**STUDENT:** \_\_\_\_\_

**BASIS FOR REQUEST:**

\_\_\_\_\_ Juvenile delinquency investigation/prosecution  
\_\_\_\_\_ Child protection assessment/investigation  
\_\_\_\_\_ Investigation/filing of CHIPS or delinquency petition

**RESPONSE TO REQUEST:**

The school must provide the following information on request:

**INFORMATION REQUESTED:** *(mark all that apply)* **RESPONSE PROVIDED:** *(yes / no)*

_____	Student's full name	_____
_____	Home address	_____
_____	Telephone number	_____
_____	Date of birth	_____
_____	Student's school schedule	_____
_____	Attendance record	_____
_____	Photographs, if any; and	_____
_____	Parents' names, home addresses, and telephone numbers	_____

A record of written request and of the release must be maintained in the student's file. A copy of the written request will also be forwarded to the Assistant Superintendent.

**CERTIFICATION:** The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

\_\_\_\_\_  
Signature/Title

*(Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the District is required to maintain such requests and a record of any release in the student's file. A copy of the completed form will also be forwarded to the Assistant Superintendent).*

**JUVENILE JUSTICE SYSTEM  
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act  
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

**DATE/TIME OF REQUEST:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
(Building Principal)

**FROM:** \_\_\_\_\_  
(Requester's name/agency)

**STUDENT:** \_\_\_\_\_

**BASIS FOR REQUEST:**

- \_\_\_\_\_ Juvenile delinquency investigation/prosecution
- \_\_\_\_\_ Child protection assessment/investigation
- \_\_\_\_\_ Investigation/filing of CHIPS or delinquency petition

**REASON FOR REQUEST:** (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RESPONSE TO REQUEST:**

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

**INFORMATION REQUESTED:** *(mark all that apply)* **RESPONSE PROVIDED:** *(yes / no)*

Indicate whether you have data that document the student's:

_____	Use of a controlled substance, alcohol, or tobacco	_____
_____	Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8	_____
_____	Possession or use of weapons or look-alike weapons	_____
_____	Theft	_____
_____	Vandalism and damage to property	_____

**CERTIFICATION:** The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

\_\_\_\_\_  
Signature/Title

[Note: A principal of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal must not disclose the information. The principal must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the principal must respond to the data request.]



**Confidential**

### STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

Date:

To: Classroom teacher or other staff member

From: Principal

This notice is sent to inform you that the following student has been identified as a student with a history of violent behavior according to District guidelines. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

You can use what you have learned about the student's history of violent behavior only to the extent allowed by District Policy. The data on this form are private data under state and federal law and the student's privacy rights must be protected:

Student's name:

Incident(s) of violence:

If relevant and staff have a legitimate educational interest, provide the following information:

Description/explanation of incident(s), if known, (specifically include any mitigating factors, e.g., self-defense, defense of others, medication issues):

The types of situations that might trigger violent behavior by this student, if known (e.g. triggers for frustration or anger.)

Strategies or interventions that have been successful with this student, if known:

The following documents may be available for you to review regarding this student:

- ☐ IEP
- ☐ 504 Plan
- ☐ Functional Behavioral Assessment
- ☐ Reports or statements by staff
- ☐ Information provided by the parent or guardian

Additional information may be available to you based upon your legitimate educational interest



Dear Parents/Guardian:

The items listed below are designated as “directory information” by the Bloomington Public Schools:

- Name of student
- Date of birth and grade level
- Participation in officially recognized activities and sports (Note: A student, by participation in a public event, has given his/her implied consent to the telecasting or photography of that event)
- Weight and height of members of athletic teams
- Dates of enrollment (The period of time during which the student is enrolled in a school or schools in the district. The term does not include specific daily records of attendance.)
- Degrees and awards
- Most recent school attended by the student

Photos, or videos for educational, extracurricular or promotional purposes where students are named. (Photos and videos related to student disabilities and building or bus security are not included in directory information and are for internal use only.)

Under the provisions of the Family Education Rights and Privacy Act of 1974, you have the right to withhold the release of any or all of the information included as Directory Information. In order to do so, you must make a written request to the building Principal. This written request must include the following information: Name of student and parent, as appropriate; home address; school presently attended by the student; parent’s legal relationship to the student, if applicable; and specific category or categories of Directory Information which is not to be made public without the parent’s or student’s written consent.

If you decide to withhold directory information, this decision shall remain in effect until you change your directive in writing.

This Information generally would not be considered harmful or an invasion of privacy if disclosed. Directory information may be released for any purpose at the discretion of the District. Examples where this information would be shared with the public include:

- Yearbooks
- Student Directories
- Honor Roll Lists
- Athletic Programs
- Graduation Programs
- Recognition for an award
- Photos of participants in extracurricular activities
- Photos or videos of students posted online, such as to district or school websites or social media

### Building Plan for Securing Student Records

(Note: The use of this form detailing a buildings' plan for securing student records is mandated by statute. The Principal of each building shall submit this plan to the Assistant Superintendent by September 1 of each school year.)

Building \_\_\_\_\_ Principal \_\_\_\_\_ Date \_\_\_\_\_

<b>Name of Record, File, System or Process</b>	<b>Description</b>	<b>Responsible Party (titles and addresses of personnel responsible for security of records)</b>	<b>Location (Place in building where records are stored)</b>	<b>Means of Securing (e.g., locked file, locked room)</b>	<b>Procedure for Access and Disclosure</b>
<b>Directory Information</b>	Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name; photograph, electronic image, film or video; date and place of birth; major field of study; dates of enrollment; grade level; enrollment status (i.e. full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. Directory information does not include personally identifiable data that references religion, race, color, social position or nationality.				
<b>Permanent Record File</b>	Identifying information; academic work completed; level of achievement (e.g., grades, standardized achievement test scores); attendance data; family background information; health data; log of requests for access and disclosures; student progress reports; significant parent notes; significant samples of student's work; significant instructions to next year's teacher; information and criterion referenced tests given by teachers; Title I, ESL, and special education records; entrance and leaver forms; records of significant disciplinary actions.				
<b>Health Records</b>	Identifying information; emergency information; health history; health plans; immunization record; school health screening.				



Date:\_\_\_\_\_

[illegible]

BL #11 8/02

This form is available in several languages, Braille, or other format. Contact the individual sending this form.

## **COSTS FOR STUDENT RECORDS**

The cost for providing copies shall be borne by the requesting party.

Requests from currently enrolled student records shall be provided free of charge.

Requests from Alumni/Past students for student transcripts and records will be charged \$6.00.

Requests from third parties (not parents or students) shall be \$0.15 a page, plus actual postage.

Payment will be made at the time of pickup or in advance of mailing.

### **Exceptions:**

A fee may not be imposed if doing so would effectively prevent the parent or eligible student from exercising their right to inspect or review the student's educational record.

A fee will not be charged when records are requested from officials of other schools or school districts in which the student seeks or intends to enroll.

**Refer to document entitled 'Request For Public information from Technology Office' for costs associated with obtaining Directory Information.**

*Fees collected will be deposited into Revenue SRC/OBJ code 098*



## PROCEDURES AND COSTS OF OBTAINING PUBLIC INFORMATION FROM TECHNOLOGY OFFICE

The following is an outline of the procedure for processing written requests from the public for lists, labels or data files of Bloomington Schools' directory information from Technology.

### **Available Information**

Directory information available from the Technology office consists of lists, labels or data files. Any student who has the data privacy and /or child protection flag set will not be given to **ANY** outside organization.

### **Procedure**

A request for lists, labels or data file must be in writing, specifying schools and grades. The request must be received one week prior to the date expected.

Direct the request to:

Bloomington Public Schools  
Technology Office  
1350 West 106<sup>th</sup> Street  
Bloomington, MN 55431

Lists and labels will be mailed to the profit or non-profit person/organization unless other arrangements are made. Data files can be e-mailed or picked up in the Technology Office.

### **Charges**

There is no charge for lists, labels or data files for non-profit organizations including BAA, Boy Scouts, PTA, or legislators. Charges for profit making organizations and any branch of the Armed Services will be charged the appropriate fee.

Charges per set of lists, labels or data files will be \$50.00.

*Fees collected will be deposited into revenue SRC/OBJ Code 098.*

**PUBLIC NOTICE**

Independent School District 271 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the District. A parent or eligible student should submit to the District a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
  - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the District to make. The request shall be signed by the parent or eligible student. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him or her of the 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;
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
  - d. That the District may disclose education records to other school officials within the District if the District has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff) or other staff member; a person serving on the School Board; a person or company with whom the District has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement

and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the District forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on District property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the District to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202

- g. That the parent or eligible student has a right to obtain a copy of the District's Policy regarding the protection and privacy of pupil records; and
  - h. That copies of the District's Policy regarding the protection and privacy of school records are located at the office of the building Principal
2. Independent School District 271 has adopted a School Board Policy in order to comply with state and federal laws regarding education records. The Policy does the following:
- a. It classifies records as public, private, or confidential.
  - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
  - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
  - d. It establishes procedures and regulations for access to and disclosure of education records.

- e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
- 3. Copies of the School Board Policy and accompanying procedures and regulations are available to parents and students upon written request to the building Principal.
- 4. Pursuant to applicable law, Independent School District 271 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding “directory information.”

“Directory information” includes the following information relating to a student: the student’s name; photograph, electronic image, film or video; date and place of birth; major field of study; dates of enrollment; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” does not include a student’s social security number or a student’s identification number (“ID”) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student’s religion, race, color, social position, or nationality.

- a. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**
- b. **SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT’S OR ELIGIBLE STUDENT’S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
- c. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE “PRIVATE” (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
  - (1) **NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
  - (2) **HOME ADDRESS;**

- (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**

5. Pursuant to applicable law, Independent School District 271 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The District must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

**SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.**

**IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL, WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) HOME ADDRESS;**
- (3) STUDENT'S GRADE LEVEL;**
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;**

**(7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

*Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the District's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the District that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.*

INDEPENDENT SCHOOL DISTRICT 271  
BLOOMINGTON, MINNESOTA

Assistant Superintendent  
(Date)

INDEPENDENT SCHOOL DISTRICT 271  
Bloomington, MN