

## **STUDENT RECORDS - FAMILY RIGHTS AND PRIVACY ACT**

The Edgewood-Colesburg Community School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his education and may include but are not limited to the following types of records; identification data, attendance data, record of achievement, family background data, discipline data, aptitude tests, educational and vocational plans, honors and activities, objective counselor or the teacher ratings and observations, and external agency reports.

The records of each student are located in the school building where he or she is attending. Any exception will be noted in the student's other records. Each school building is listed below:

**School: Elementary**  
**Location: Colesburg**  
**Elementary Principal: Mr. Rob Busch**

**School: Jr-Sr High School**  
**Location: Edgewood**  
**Secondary Principal: Mrs. Dawn Voss**

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials and teachers with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating Federal education programs.

- D. In connection with a student's educational financial aid applications.
- E. Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
- F. Organizations that process and evaluate standardized tests.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of child's age.
- I. In connection with an emergency.

Student records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary school to middle school/junior high school and from middle/junior high school to senior high school and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

### **STUDENT PERSONNEL**

*Policy Title Parents Right to Inspect Student Records*  
*Form of Notification\**

Dear Parent,

The Family Rights and Privacy Act of 1974 requires that we annually notify parents of children enrolled in special instructional programs operated by the Ed-Co Community School District, of their right to view the special education records of their children.

This federal law allows you the following:

- a) a review of your child's special education records;
- b) to obtain copies at a nominal fee;
- c) to write a response to materials in the record;
- d) to challenge the content of the records on ground of inappropriateness or inaccuracy.

You also have the right to have such records explained to you by a professional staff member if you so desire.

Your child's records are filed and may be inspected at the following locations:

**Edgewood-Colesburg Elementary School -  
Colesburg, Iowa**  
**Edgewood-Colesburg Jr-Sr High School -  
Edgewood, Iowa**

If you desire further information contact:  
Superintendent of Schools  
Edgewood-Colesburg Community Schools  
P.O. Box 315  
Edgewood, Iowa 52042

\*Notification to be through the monthly newsletter sent to all households in the Edgewood-Colesburg School District plus a letter to the parents of each student enrolled in special education.

## USE OF SCHOOL RECORDS AND STUDENT ROSTERS

The following information may be released to the public by the Edgewood-Colesburg Community School District in regard to any individual student of the school district as necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public, must make objection in writing to the principal or other person in charge of the school where the student is attending. It is desirable to renew this objection at the beginning of each school year.

Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received the most recent previous school or institution attended by the student.

At the local level we are presenting the following to the Edgewood-Colesburg Community School District. If you DO NOT want your son(s)/daughter(s) names, grades K-12, to be placed on a list, that will be made available to the public requesting the list, please sign the below parent permission slip and then return it to the Edgewood-Colesburg High School Guidance Office. If the student is 18 years of age or older he/she may sign the release also and mail it.

IN SUMMARY: If you do not sign and return the permission slip by September 17, to the high school guidance office then your son(s)/daughter(s) names and addresses will automatically be included on the mailing list (as perscribed by the Attorney General's ruling). If there are any concerns regarding the above information please feel free to contact the guidance office at 928-6412.

We/I do not \_\_\_\_\_  
grant permission for our children's names to  
be placed on the district mailing list.  
Their names are:

---

---

---

---

Parental Signature:

---

## Title I Notification to Parents

The Edgewood-Colesburg Community School will provide the following information to parents upon request.

- Information on professional qualifications of their student's classroom teacher.
- State teacher qualifications and licensing criteria for subject areas and grade level.
- Degrees and certification held by teachers and area of discipline.
- Information about teachers who are teaching with conditional licenses.
- Qualifications of paraprofessionals who provide services to students.
- Information on student performance levels on each state assessment.
- Timely notice of 4 or more weeks of teaching by teachers not fully qualified.
- When a child is place in a Limited English Proficient Program.