

STUDENT RECORDS

Guidelines/Policy – SAMPLE

In order to provide appropriated educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests
 - 2. vocational preference inventories
 - 3. achievement tests
 - 4. standardized intelligence tests
- D. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's

consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;

B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;

C. report a crime committed by a child with or without a disability to appropriate authorities and to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;

D. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

Directory Information

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information":

- A. a student's name;
- B. photograph;
- C. participation in officially recognized activities and sports; height and weight, if a member or an athletic team;
- D. awards received;
- E. honor rolls;
- F. scholarships.

The District shall not provide "directory information" on a student to anyone other than to the parents of the student or an adult student.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within seven (7) days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the

armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's educational records or for the release of directory information, either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's educational records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally identifiable information contained in the student's educational records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint of Board noncompliance with the Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for the proper storage and retention of records and informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Student records shall be maintained in accordance with Board of Education Policy and State/Federal laws and regulations.

The student record is the legal record for each student who is or has attended schools within the District. All information contained in the student record must be factual, verifiable and of a constructive nature. The Board shall collect, maintain and use only information necessary for legally mandated District functions.

Educational Records, as defined in Section 99.3 of the Family Educational Rights and Privacy Act, means those records, files, documents and other materials which: (1) contain information directly related to a student, and (2) are maintained by Board or by a party acting for the Board. "Record" means any information or data recorded in any medium, including but not limited to: handwriting, print, tapes, films, microfilm, and microfiche, and electronic/digital formats.

The term, Educational Records, does not include:

- A. records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which:
 - 1. are in the sole possession of the maker thereof; and
 - 2. are not accessible or revealed to any other individual except substitute. For the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his/her position.
- B. records maintained by a law enforcement unit (e.g., School Resource Officer) of the School District that were created by that law enforcement unit for the purpose of law enforcement.
- C. records relating to a student who is eighteen year of age or older, or is attending an institution of postsecondary education, which are:
 - 1. created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her capacity, or assisting in that capacity; and
 - 2. created, maintained, or used only in connection with the provision of treatment to the student; and
 - 3. not disclosed to anyone other than 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 which are part of the program of instruction at the educational agency or institution.
- D. records which contain only information relating to a person after that person was no longer a student in the District. An example would be information collected by the Board pertaining to the accomplishments of its alumni.

The student's school record shall contain the following information that shall be retained permanently or for one hundred years:

- A. name, address and telephone listing of parent
- B. enrollment data to include validated birth record, proof of residency, immunization records and social security number or computer number
- C. attendance records
- D. grades and/or transcripts
- E. standardized and/or mandated achievement test data, including proficiency test records which include the date each student meets the proficiency level for the test administered

- F. date of graduation and/or transfer or withdrawal

The student's school record shall contain, if applicable to the individual, the following information, to be retained for a period not less than two (2) years beyond the date of high school graduation:

- A. health and medical information; emergency medical authorization forms may be destroyed upon the annual receipt of the forms as required by law
- B. court order on parental rights and responsibilities and/or custodial or guardianship arrangements, including any court orders regulating access of a parent to school records
- C. awards and recognitions
- D. information and/or data relevant to the identification, evaluation and/or placement of students in accordance with the Individuals with Disabilities Education Act, Section 504 of the 1973 Rehabilitation Act or other applicable State laws and regulations
- E. reports and such other confidential information generated by professionals or agencies outside the District relevant to the student's educational program
- F. such other verifiable, factual and relevant information to be used in making decisions regarding the student's educational program including disciplinary records
 - Disciplinary records are **not** to be removed from the permanent record when the student leaves the school.
- G. disciplinary records including any suspension and expulsion action must be included in records transferred to a receiving school

Responsibility

The Custodian of Records (COR) shall be the principal who may delegate certain responsibilities to the school secretary. The COR is responsible for maintaining the confidentiality of directory information, if the parents have so requested, and other information in the educational record. The COR is responsible for the implementation of this Board's policies and procedures regarding confidentiality, including informing all personnel in this District who collect, maintain, use or otherwise have access to student records of this Board's policies and procedures on confidentiality.

The District's Records Officer (DRO) shall prepare an annual notice to parents/eligible students which shall inform them of their rights to:

- A. inspect and review the student's educational records;
- B. request an amendment to the records if the parent or eligible student believe the information to be inaccurate or misleading;
- C. limit the disclosure of personally identifiable information defined as directory information within Policy or to such other disclosures not required by law;
- D. request a hearing if the Board refuses to amend records believed by the parent to be misleading or inaccurate and to file a complaint with the Department of Education if the parent is dissatisfied with the results of the hearing;
- E. obtain a copy of the Board's policy on student records.

The notice may be in the form of a section of the District's newsletter and/or the student handbooks.

Ongoing Maintenance of Records

A. Public Listing of Authorized Employees

1. Each COR shall maintain a current listing of those employees and other persons, approved by the DRO, authorized to access personally-identifiable information housed at the location specified.

2. Each COR shall post and maintain the listing for public inspection at his/her respective location.

B. Types and Location of Records

1. The DRO shall prepare a listing of the types and locations of records collected, maintained, or used by the District, and the name of the COR at each location.

The list shall be provided to parents/eligible students upon request.

2. The student record shall be stored in secured facilities or equipment. The records shall be available only to those specified in policy or these guidelines.

C. Consent to Disclose Information

1. Whenever there is a request for a copy of information from a student's record, the COR shall obtain written and dated consent, prior to disclosure of records, from parents/eligible students which includes:

- a. the records that may be disclosed;
- b. the purpose for which the disclosure may be made;
- c. the party or class of parties to whom the disclosure may be made;
- d. whether or not the parents/eligible students wish to have a copy of the

records disclosed and/or, if the student is not an eligible student, whether the Board should provide that student with a copy of the disclosed record.

Signed permission should be obtained from eligible students prior to allowing their parents access to the records, provided the student is not considered a dependent under Section 152 of the Internal Revenue Code.

2. Prior consent will not be needed if:

- a. the disclosure is to other Board personnel who have a legitimate educational interest (as defined by Board policy) in the information;
- b. the disclosure is to another school, school district, or postsecondary institution, as so stated in Board policy;
- c. the disclosure is for an emergency;
- d. the disclosure concerns the juvenile justice system and its ability to serve, prior to adjudication, the student whose records are released, providing the officials to whom the records are released certify, in writing, to the school that the information will not be released to a third party, except as provided by State law, without the prior written consent of the parents;
- e. the disclosure is authorized by other sections of Family Education Rights and Privacy Act (FERPA).

3. No person shall release to a parent of a student who is not the residential parent or any other person any information about the school to which the student has transferred or that would enable the parent who is not the residential parent to locate the student if the school to which the student has transferred informs this District that the student is under the care of a shelter for victims of domestic violence.

Parents: Disclosure, Inspection, Review of Records

The COR shall permit parents/eligible students, upon request, to retrieve information from and to inspect and review, records relating to the student's education and maintained by the District. The following conditions shall apply:

A. At times, agencies or individuals outside the District provide the District with information necessary and relevant to the student's education. Confidential information that is in a student's record from an outside professional or agency may be released to or accessed by the parent through the originator. Such information may be provided to the District only with the written consent of the parent. Upon parental request the Board will notify the parent with the date and source of any record generated outside the District so that parents may access these records through the originator.

B. If any educational record includes information on more than one (1) student, the parents/eligible students shall have the right to review and inspect only the records relating to the student, or to be informed of that specific information.

C. The request for a review must be honored without unnecessary delay and before any meeting regarding an individualized educational program or hearing relating to the identification, evaluation, or placement of the student and in no case later than forty-five (45) days from receipt of request.

D. The parents/eligible students have a right to have their representative inspect and review the records upon submission of a signed and dated written consent which:

1. specifies the records which may be disclosed;
2. states the purpose of disclosure;
3. identifies the party or class of parties to whom the disclosure may be made.

E. The Board shall presume that either parent has the authority to disclose, inspect, and review the student's records unless a court order indicates otherwise or unless otherwise prohibited by law.

If the parents/eligible students request an opportunity to inspect and review records, a written request is necessary.

F. The parents/eligible students are to complete the Board's Request for Information prior to receiving copies of any record.

The COR shall arrange a mutually-agreeable time for the review with the parents/eligible students.

G. Subject to the limitations within the law, policy and/or guidelines, the COR shall provide parents/eligible students with copies of any information in the student's educational records and shall respond to reasonable requests for explanation and interpretation of the records. Copies of the records shall be provided for the current cost of duplication unless that fee effectively prevents the parents/eligible students from exercising the right to inspect and review the records.

H. If the parents/eligible students request disclosure of specific information by telephone, the COR shall not disclose requested information.

Third Party: Disclosure, Inspection/Review, and/or Copies of Records

When authorized, the COR shall permit inspection and review of a student's educational records, disclose specified information, or provide copies of educational records only after the requesting party has agreed not to share the information with a third party unless the parents/eligible students have so consented or the particular circumstances meet the requirements of the Federal regulations on third-party disclosure.

Amendments of Records

The COR shall provide parents/eligible students with the opportunity to amend records when they believe that any of the information regarding their student is inaccurate, misleading, or violates the student's privacy.

A. Upon receipt of a written request to amend records, the COR shall ascertain the specific information that is requested to be amended and the reason for the change.

The COR shall decide whether or not to amend the record.

B. If the COR decides not to amend, the parents/eligible students shall be so informed of the decision as well as of their rights to a hearing. The parents/eligible students also have the right to place a statement in the records commenting on the contested information in the records and/or stating s/he disagrees with the decision of the COR. Such a statement shall be maintained with the contested part of the records as long as the records exist and shall be disclosed as part of any record disclosure.

C. Unless specified otherwise in law, third parties seeking to access confidential information in a student's record that has been generated by a professional or agency outside the District may access these records only through the originator and in compliance with the laws governing disclosure.

D. If the Board and parents/eligible students agree to the necessary amendments, the COR shall make necessary changes in the student record and send the parents/eligible students written confirmation that the changes have been made.

E. If the parents/eligible students request a Records Hearing, the Superintendent shall:

1. select the Records Hearing Officer (RHO) (who may be an official of the District who does not have a direct interest in the outcome of the hearing);
2. direct the person selected as the RHO to arrange a hearing with the parents/eligible students within ten (10) business days from the date of the hearing request or at a mutually agreed time and place.

The RHO shall inform the parents/eligible students that they shall be afforded a full and fair opportunity to present evidence relevant to the issues and may be assisted or represented by individuals of their choice, including an attorney, at their own expense.

The RHO is responsible for maintaining the student's record during the appeal process so that no information is lost or destroyed.

F. The RHO shall conduct the hearing by:

1. introducing the participants;
2. reviewing the agenda for the hearing;
3. identifying the records in question;
4. reviewing the items for which amendment is being requested;
5. allowing the parents/eligible students and/or their representative to present evidence related to the issues;
6. allowing the Board's representative(s) to present evidence related to the issues;
7. recording the evidence presented by both parties;
8. allowing each party a reasonable period of time to question the evidence of the other party;
9. adjourning the hearing.

G. No later than ten (10) business days from the conclusion of the records hearing, the RHO shall summarize and send a copy of the findings to the Superintendent.

H. The Superintendent, within ten (10) business days after receiving the findings of the RHO's, shall make a decision, **based solely upon the evidence presented at the hearing**, and send to the parents/eligible students:

1. a letter stating the decision and the justification for the decision;
2. a copy of the RHO's Report;
3. copies of the amended records, if any;

4. a notification of the right to place a statement in the record commenting on the contested information or stating why she/he disagrees with the decision.

Emergency Release

The COR may release any personally-identifiable information (without parent's/eligible student's consent) to appropriate parties in connection with a health/safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Upon receipt of request for emergency information, the COR, shall ascertain whether the request constitutes a health/safety emergency and, if so, provide the requested information immediately.

Transfer of Records to Other Districts

Transfer of student records must be within twenty (20) days of request and shall not be withheld from the school for a student's failure to pay any fees, fines, or charges imposed by this District.

The COR shall transfer a student's records to another school when requested by the district in which the student intends to enroll, provided the Board notifies the parents of the transfer, informs the parents of their right to get a copy of the documents, and affords the parents an opportunity for a hearing to challenge the content of the record.

A copy of the cover letter sent to the school district shall be retained in the student's file.

If parents/eligible students request a copy of the records being transferred, they shall be provided free of charge.

If a student is under the care of a shelter for victims of domestic violence, release of information is limited by law.

Disclosure for Student Financial Aid

The COR may release, **without parents' consent**, student information regarding financial aid for which a student has applied or which a student has received, provided that personally-identifiable information from the educational records of the student may be used only to:

- A. determine the eligibility of the student for financial aid;
- B. determine the amount of financial aid;
- C. determine the conditions which will be imposed regarding the financial aid;
- D. enforce the terms or conditions of the financial aid.

Disclosure for Purposes of Marketing or Selling Information

The School Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to other for that purpose). For purposes of this section, "personal information" means individually identifiable information including: (1) a student or parent's first

and last name; (2) a home or other physical address (including street name and the name of the city or town); (3) a telephone number; or (4) a Social Security identification number.

Destruction and Review of Records

If a student is identified as a student with a disability under the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973, the COR shall:

A. maintain the student's educational records for five (5) years after termination of special education programs, services, and/or graduation; and

B. only destroy such educational records after notifying the parents/eligible students that the information is no longer needed to provide educational services and will be destroyed.

The personally-identifiable information on a disabled student shall be retained permanently unless the parents/eligible students request that it be destroyed as specified in these guidelines. The COR should remind them that the records may be needed by the student or the parents for Social Security benefits or other purposes.

It is important that the address used be checked annually to verify the accuracy of the address for complaints regarding the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).

STUDENT INFORMATION

To be completed by parent/guardian

Student's Name _____
(Last) (First) (Initial)

Address _____

City _____ Zip _____

Home Telephone _____ Social Security Number _____

School _____

Birth Date _____

PARENT/GUARDIAN INFORMATION

To be completed by parent/guardian

Father's Name _____

Address _____

City _____ Zip _____

Father Works At _____

Work Phone _____ Home Phone _____

Mother's Name _____

Address _____

City _____ Zip _____

Mother Works At _____

Work Phone _____ Home Phone _____

**PERSONNEL GRANTED ACCESS TO
CONFIDENTIAL EDUCATION RECORDS**

**THIS ACCESS LIST MUST BE POSTED IN PLAIN VIEW WHEREVER
CONFIDENTIAL RECORDS ARE MAINTAINED**

I. CENTRAL OFFICE (Name and Position)

	<u>NAME</u>	<u>POSITION</u>
A.	_____	Superintendent_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____
F.	_____	_____

II. INDIVIDUAL BUILDING PERSONNEL*

	<u>NAME</u>	<u>POSITION</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

*Certified personnel directly involved in providing or planning for an appropriate education for the child

Records Officer

Date

Copies:
Records Officer
Custodian of Records
Parent

CONSENT FOR STUDENT RECORD RELEASE

STUDENT: _____

ADDRESS: _____

AGE: _____ BIRTHDATE: _____ DATE: _____

A. You are authorized to release the records listed below for the above-named student to:
(if self, give own name and address)

Name

Address

City State Zip

B. Specific Data to be released: (Please check)

- All personally-identifiable data on file.
- The following records only: (specify)

C. Reason for request: (Please check)

- To aid in present and future educational decisions.
- Other: (specify)

Date (Signature of parent/guardian/student*)
(*Student must be 18 years old or older)

Address: _____

FOR OFFICE USE ONLY

Date Data Released _____ by _____
(Name/Position)

Date Copies Mailed _____ by _____
(Name/Position)

REQUEST TO INSPECT AND REVIEW STUDENT RECORD

Name _____
Parent or Guardian

Address _____

Name _____ Grade _____ Age _____
Student

School _____

- () As the parent of the above named child, I am requesting access to review and inspect my child's school record. My child is under eighteen (18) years of age and presently enrolled in the above named school.*

- () As a student of majority age, I am requesting access to review and inspect my school record.

The specific records I wish to review are _____

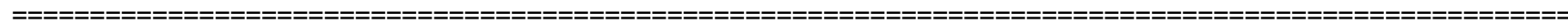
Signature

Date

* Or, my child is eighteen (18) years of age or older but is considered a dependent under Section 152 of the Internal Revenue Code.

RECORD OF INSPECTION OF STUDENT RECORDS

STUDENT _____ SCHOOL _____



Record Examined by:	Title or Position	Date or Period of Examination	Purpose	Items Examined

REQUEST FOR AMENDMENT TO CONFIDENTIAL EDUCATION RECORDS

Student _____

Address _____

Date of Birth _____ Phone _____

School _____ District _____

Identify the educational record(s) at issue: _____

After reviewing the above identified educational record(s), I feel that the information contained therein is:

- _____ Misleading
- _____ Inaccurate
- _____ Incomplete
- _____ Violates my child's privacy rights
- _____ Other

Please explain: _____

I would like the following information added/modified/removed: _____

Signature (Parent/Adult Student)

Date

**NOTICE OF ACTION REGARDING REQUESTED AMENDMENT
TO CONFIDENTIAL EDUCATION RECORDS**

Date: _____

Dear _____:

We have investigated your complaint that certain information in the educational records of (Student's Name) _____, is misleading, inaccurate, incomplete and/or violates your child's privacy rights, and your request to amend this information.

It is our decision that your complaint is (un)justified and we will (not) make the requested amendment(s).

(IF DATA IS TO BE CHANGED)

We will make the following modifications as we agreed upon:

(IF DATA IS NOT TO BE CHANGED)

We will not make any changes since we believe that the information as presently recorded is correct/appropriate/complete for the following reason(s).

However, you have the right to request a records hearing during which the merits of your position and that of the school's will be examined. If this action does not resolve the disagreement, you have the right to place in the records a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the District or other educational agency. This statement shall be maintained by the District or other educational agency as part of the child's record as long as the contested portion of the record is maintained. If the child's records or the contested portion, are disclosed to any party, the explanation shall also be disclosed.

If you elect to request the hearing, please return the attached request within _____ days. If you have any questions about any aspects of this matter, please call me at (Area Code) (Phone Number) for further information or clarification.

Sincerely,

(Superintendent)

Copies:
Records Officer
Parent

REQUEST FOR A HEARING FOR CORRECTION OF STUDENT RECORD

Name _____
Parent or Guardian

Address _____

Student's Name _____ Grade _____ Age _____

School _____ Parent's Phone _____

As a parent of the above named child, I am of the opinion the educational records of my child is in error and should be corrected.

Having discussed a request for correction with the principal and having been denied a correction, I am requesting a hearing to discuss my concerns regarding possible clarification or correction of the records.

I understand that this signed form serves as a written request for such action.

Parent's Signature

Date

RECORD HEARING SUMMARY REPORTS

ACTION

DATE

Initial request for records amendment	_____
School District's written reply	_____
Parent or other party's request for records hearing	_____
Parent and/or other party notification of date, time, and place of record hearing	_____

FINDINGS CONCERNING CORRECTION OF STUDENT RECORD

Name _____
Parent or Guardian

Address _____

Student's Name _____ Grade _____ Age _____

School _____ Custodian of Records _____

A conference was held on _____ for the purpose of considering
_____ request to review and discuss possible errors and
corrections relating to the above named student's records.

Persons present at conference:

Summary of evidence presented by initiating party:

Summary of additional relevant information:

Summary of School District decision based solely upon the evidence presented in this hearing:

Records Hearing Officer

Date

Attachments: Request for Records Amendments
Notice of School District's Action

**PRIOR NOTICE OF INTENT TO DESTROY DATA
USED FOR SPECIAL EDUCATION PROGRAMS AND SERVICES**

Date _____

To _____

From _____, Records Officer

Student's Name _____ Date of Birth _____

This is to notify you that the information and/or data which has been used for the purpose of making educational decisions regarding the above-named student is no longer needed by this District.

If you request, we will continue to maintain this information in the event it is needed for Social Security benefits or other purposes.

If you request the information to be destroyed, we will keep a permanent record of the following: student's name, address, telephone number, grades, attendance record, classes attended, grade level, and year completed.

Please complete and return the bottom portion of this form by (Date) if you are requesting that we retain these records.

If you have any questions, please contact my office (Area Code) (Phone Number).

Student's Name _____ Date _____

Parent's Name _____

_____ I am requesting that all information and data no longer needed by the District for the purpose of making educational decisions for (Student's Name) be retained. I understand the information contained in the records may be needed in the future for Social Security benefits or other purposes.

Parent's Signature _____ Date _____

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

(Mr.) (Mrs.) (Ms.) (Miss) _____ is the Custodian of Records and is responsible for the supervision of student records at the school. Her/His office is located at _____ or she/he can be reached by calling (Area Code) (Phone Number).

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law **and State** and District regulations.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school administrative guideline describes those exceptions and is available upon request.
- D. challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. obtain a copy of the District's Policy on student records.

The District has established the following information about each student as "directory information."

(REFER TO SCHOOL POLICY FOR THE INFORMATION THE DISTRICT HAS DEFINED AS DIRECTORY INFORMATION.)

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": [] student's name; [] address;

telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within _____ days from the date of this notification that she/he will not permit distribution of any or all such information.

DISTRICT WEB ACCESS AGREEMENT

A District web access account permits parents/guardians to access confidential student attendance and academic information for their student(s). To safeguard this confidential information, it is imperative that the parents/guardians protect the password system designed to provide access to their student's information. The District will not provide this information to any person other than a legal parent or guardian of the child.

- [] To establish an access account with the District, the parent/guardian must provide the District with his/her e-mail address. The e-mail address will be kept confidential and only be available to District faculty members and administrators who have a legitimate, school related need for such information. The District will not provide students with access to your e-mail address. The e-mail address is a safeguard to restrict unauthorized access. Only that address will be recognized by the system, and attempts to log in from other sources will not be successful.

Once an access account has been activated, it will only remain secure if the password and account information are not shared with others. Anyone to whom the password or account information is provided will have the ability to access the student's confidential attendance and academic records. Therefore, it is important that this access information be kept secure, and not shared with others. The District cannot and will not be responsible for any disclosure of information that occurs as a result, directly or indirectly, of the parent/guardian's failure to safeguard the access information.

List Student Names:

I have read, understand, and agree to the conditions described above for an access account. I agree that it is my responsibility to safeguard this account and password information at all times until the access account is closed. I agree to notify the District in writing if I choose to close my access account.

Parent Name (Please Print)

Parent Telephone Number

Parent Signature

Date

- [] Parent e-mail address (please be sure to notify the District if your address changes)

AGREEMENT NOT TO DISCLOSE STUDENT-RECORD INFORMATION

This is to acknowledge receipt of confidential information concerning

_____, a student at the _____

School in the _____ School District. This information will be used only by this individual/department/agency and will not be released to a third party, except as provided by law, without the written prior consent of the student's parents.

(Name of Individual/Juvenile Justice System Department/Agency/Parent)

(Date)