

STUDENT RECORDS

Student educational records are confidential and information from them shall not be released except as provided by law. The District may release certain directory information in accordance with the law. Directory information may be released without parental/guardian or eligible student consent, if public notice of the categories of information designated as directory information has been given and provided parent(s)/guardian(s) or eligible students are given the opportunity to request non-disclosure, in writing, within a specified reasonable time.

Specifically exempt from disclosure is directory information requested for the purpose of surveys, marketing or solicitation, unless the District determines that such use is consistent with its educational mission and beneficial to the affected students.

However, armed forces recruiting representatives and service academy recruiters are entitled under the law to receive directory information that includes the student's name, address and telephone number (if listed). Armed forces recruiting representatives and service academy recruiters can only use that data to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies. High school students and their parents/guardians may prevent disclosure of a student's name, address and telephone number to military recruiting representatives by submitting a signed written request to that affect to the high school principal.

Directory information is defined by the Family Educational Rights and Privacy Act (FERPA) as information contained in a student's record "that would not generally be considered harmful or an invasion of privacy if disclosed."

- A. The following student data is considered to be "directory information," and it may be disclosed without prior written consent, providing the above conditions have been met:
1. student's name
 2. names of the student's parent(s)/guardian(s)
 3. student's address
 4. student's date of birth
 5. student's class designation

6. student's extracurricular participation
 7. student's achievement awards or honors - not scholastic grades
 8. student's weight and height, if a member of an athletic team
 9. student's photograph
- B. Parents of students, eligible students and persons representing the parents may inspect and review the student's education records upon request.
- C. Parents and students must be informed of the types of records maintained by the District as well as their location. Administrators responsible for these records should be identified.
- D. The District will only release information from, or permit access to, a student's education record with a parent or eligible student's prior written consent, with the following exceptions: records may be released by a person designated by the Superintendent as permitted by law or by court orders for student record disclosure procured by an Assistant U.S. Attorney General or higher-ranking government official.
- E. School officials will have access to student education records for legitimate educational purposes. A school official is defined as an administrator, teacher, temporary supervisor or instructional substitute, public health nurse, secretary, auditor, youth protective worker or any individual who has a legitimate educational interest in doing so.
- F. Parents and eligible students shall be informed annually of their rights under the law as well as the locations where copies of the student records policy may be obtained.
- G. The District may charge a fee for copies of the student's education records.

- H. A parent or an eligible student who believes that information contained in the education records of the student is inaccurate or misleading or violates the privacy or other rights of the student, may request the appropriate record custodian to amend the records.
- I. The District shall protect the confidentiality of personally identifiable information at the collection, storage, disclosure and destruction stages.
- J. The rights of parents regarding educational records are transferred to the student at age eighteen (18) in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA).

Adopted May 19, 2008