

Student Records/Release of Information on Students

All regulations incorporated in the Board's policy on student records must be observed by school personnel. The following are procedures to be used in carrying out policy requirements.

1. Requests to review records by parents/guardians/eligible students
 - a. A request to see the files must be submitted on an official form (Form 1) by the parent, guardian or student to the principal of the school attended by the student or, in some instances, to the supervisor of student records.
 - b. The principal, upon receiving the request, will set a date and time for inspection and review of the records.
 - c. The parent/student shall examine the student's file in the presence of the principal and/or another person permitted under policy and designated by the superintendent. Only the following certificated personnel are designated by the superintendent: assistant superintendent, director of instruction, director of special services or his designee, principal, vice principal, counselor, or in the case of inactive records a supervisor of student records. No one will be permitted to take a record from the building.
2. Challenges to content of records
 - a. If the parent/student challenges any part of the record, the principal (or in the case of psychological test data, the director of special services) should review the part of the record being challenged and may by mutual agreement with the person making the challenge destroy, delete or add the information in question.
 - b. If the principal (or director of special services) does not agree regarding the challenge, the parent/student may request a hearing. In all instances where challenges are made, principals are to notify the director of instruction, who will in turn immediately notify the assistant superintendent in charge of instruction.
 - c. Challenges of records must be in writing.
3. Release of information to other schools/agencies
 - a. Information from records may be released to officials of other school systems in which the student intends to enroll, on the condition that parents/students are notified, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record as previously described.
 - b. In cases where a student has applied for financial aid, records may be made available to an

educational institution, government agency or organization offering such aid in accordance with the procedure above.

- c. Except at the written request and authorization of the parent/student, records will not be released to prospective employers, F.B.I. or any person or agency not specifically named in the Family Educational Rights and Privacy Act and the accompanying federal regulations. (Refer to Policy JRA/JRC for specifics.)
 - d. Requests for the release of information from educational institutions and other agencies ordinarily are accompanied by the required parent/student authorization for release of information. These requests also should include a description of the records desired, the reason for the request, and assurance of confidentiality of the information to be released. In the absence of parent/student authorization for release of information, the principal will place the request in the student's permanent file, forward an authorization form (Form 2) to the requesting agency and record the request (Form 3).
4. Records of access and of requests
- a. All completed request, authorization and permission forms to view and receive records will be filed in the student's file.
 - b. The principal (or in the case of inactive file, the student records supervisor) shall keep a composite of all requests for information (Form 3).
 - c. Written authorization (Form 1 or Form 2 as appropriate) is to be included in each student's education records when records are:(1) Inspected and reviewed by the parent/student(2) Requested by an outside agency or individuals
5. Requesting records from other districts/schools

When a student transfers to this school district from another district, the principal of the receiving school will ask the parent (or the student if the student is of age) to sign Form 2. This form will be completed by the principal and forwarded to the school of previous attendance.

6. A copy of the Family Educational Rights and Privacy Act and the Board policy on student records shall be on file in the office of each building principal and of each individual who carries out procedures relative to the act or policy.

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