

STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the Commissioner's Regulations.

The Board also recognizes its responsibility under the Local Government Records Law to ensure the orderly retention and disposition of the District's student records.

The Superintendent of Schools shall be responsible for ensuring that all requirements under federal statutes and Commissioner's Regulations shall be carried out by the District.

Annual Notification

The District shall send home a bulletin listing rights under FERPA and procedures for pursuing them, which will also be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice must include a statement that the parent or eligible student has a right to:

1. inspect and review the student's education records;
2. specification of the intent of the school district to limit the disclosure of personally identifiable information contained in a student's education records except:
 - a. by prior written consent of the student's parent(s) or guardian(s) or the eligible student;
 - b. as directory information; or
 - c. under certain limited circumstances, as permitted by FERPA.
3. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
4. file a complaint with the U.S. Department of Education alleging failure of the District to comply with FERPA and its regulations; and
5. the procedure for exercising the right to inspect, review, and request amendment of student records.

The policy applicable to the release of student directory information (see 2.b above) applies equally to military recruiters, the media, colleges and universities, and prospective employers. Directory information includes, but is not limited to, the following: the student's name, parents' names, address, telephone number, date and place of birth, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and most recent educational institution attended.

Parents and eligible students may choose not to allow the District to release directory information. The District shall arrange to provide translations of this notice, where necessary, to parents and eligible students in their native language or dominant mode of communication.

Adopted: December 19, 2000