

Policy 506.01: Student Records Access

Status: ADOPTED

Original Adopted Date: 04/01/1989 | **Last Revised Date:** 06/10/2025 | **Last Reviewed Date:** 06/10/2025

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Student records are maintained at the administrative office of the student's attendance center. Education records requests should be directed to the board secretary as custodian of district records, or their designee.

Student is defined as an enrolled individual, PK-12.

Parents and eligible students will have access to the student's records during the regular business hours of the District. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the District has a court order stating such or when the District has been advised under the appropriate laws that the parents may not access the student records.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the District shall provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the District.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the District amend the student records. The District will decide whether to amend the student records within a reasonable time after receipt of the request. If the District determines an amendment is made to the student record, the District will make the amendment and inform the parents or the eligible student of the decision in writing.

If the District determines that amendment of the student's records is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the District. If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the District's decision and or setting forth the reasoning for disagreeing with the District. Additions to the student's records will become a part of the student record and be maintained like other student records. If the District discloses the student records, the explanation by the parents shall also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the District and AEA special education personnel whom the Superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another District in which the student wishes to enroll, provided the other District notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new Districts;
- to the U.S. Comptroller General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the District and juvenile justice agencies;
- in connection with a health or safety emergency; or,
- as directory information.

The Superintendent will keep a list of the individuals and their positions that are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The Superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The Superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the District that have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name; address; phone number; grades; attendance record; classes attended; grade level completed and year completed will be maintained without time limitation. Permanent student records will be kept in a fire-safe vault. Permanent student records shall be maintained at the building level.

Cumulative student records, including a continuous and current record of significant information on progress and growth, should reflect information such as courses taken, scholastic progress, school attendance, physical and health record, experiences, interests, aptitudes, attitudes, abilities, honors, extra- curricular activities, part- time employment, and future plans. It is the "working record" used by instructional professional staff in understanding the student. At the request of a receiving school or District, a copy of the cumulative record shall be sent to officials of that school when a student transfers. Cumulative student records will be kept for three years after a student graduates or leaves the District. Cumulative student records shall be maintained at the building level.

Teacher grade reporting records (grade books) shall be maintained for one full year after the end of a school year. This is done through either electronic backup or paper copy. All student grades must be included on a student's permanent and cumulative record prior to disposing of the teacher grade reporting records (grade books).

If at anytime the District is dissolved or reorganized with another District, all permanent and cumulative records must be transferred to the new or reorganized District.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the District to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the District. If the parents or eligible student request that the personally identifiable information be destroyed, the District will destroy the records. Prior to the destruction of the records, the District must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes.

The District will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees shall also be informed about the procedures for carrying out this policy.

It is the responsibility of the Superintendent to annually notify parents and eligible students of their right to inspect

and review the student's records. The notice shall be given in a parents' or eligible student's native language.

The notice shall include a statement that the parents have a right to file a complaint alleging the District failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, 400 Maryland Avenue, Washington, D.C. 20202-4605.
