

## **STUDENT RECORDS AND DIRECTORY INFORMATION NOTICE**

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over eighteen years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school; a principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age eighteen or enrolls in a postsecondary school. The student then becomes an "eligible student".

It is the intent of the District to limit the disclosure information contained in the student's education records except:

- by prior written consent;
- as directory information; and
- under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

- the right to inspect and review the student's education records;
- the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
- the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA); and
- the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

The District has designated the following personally identifiable information contained in a student's education records as "directory information":

- student's name
- student's address
- telephone number(s)
- student's date and place of birth
- participation in officially recognized activities and sports
- student's achievement awards or honors
- student's weight and height, if a member of an athletic team
- major field of study
- dates of attendance ("from and to" dates of enrollment)
- date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Parents or eligible students have two weeks from this notice in which to advise the District of any or all items which they refuse to permit as directory information about that student.

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.).

The No Child Left Behind Act (NCLB) requires schools that receive funds under NCLB to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion to any private or public elementary or secondary school for any student who is enrolled or seeks, intends or is instructed to enroll, on a full- or part-time basis, in the school.