

STUDENT RECORDS

In the maintenance of student records, the Board of Education recognizes the legal requirement to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes and the Commissioner's Regulations.

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

At the beginning of each school year, the district shall publish in a local paper a notice to parent(s) or guardian(s) and eligible students of their rights under FERPA and this policy. The district shall also send home a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice shall include the following:

1. the right of the student's parent(s) or guardian(s) and eligible students to inspect and review the student's education records;
2. the intent of the school district to limit the disclosure of 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. parent(s) or guardian(s) of a student under 18 years of age or a student 18 years of age or older shall have an opportunity to challenge the content of their child's (their own) school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein;
4. the right of any person to file a complaint with the Department of Education if the district violates FERPA; and
5. the procedure that a student's parent(s) or guardian(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The policy applicable to the release of student directory information applies equally to military recruiters, the media, colleges and universities, and prospective employers.

The district shall arrange to provide translations of this notice to non-English speaking parents in their native language.

Cross-ref: 1120, School District Records

5170, Student Attendance Accounting

5460, Suspected Child Abuse and Maltreatment

Ref: Family Educational Rights and Privacy Act (FERPA) of 1974

20 USC 1232-g; 34 CFR Part 99

Education Law §§2(13); 225; 301

Adoption date: January 1, 1993

Reviewed on: February 10, 2004