

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with law, yet be guarded as confidential information.

Annually, information on the regulations relating to student records will be published in the District's student handbooks.

The superintendent shall be responsible for providing the proper administration of student records in keeping with state law and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the District.

The terms of the Family Educational Rights and Privacy Act entitle both parents to full rights, unless the District has been provided with a certified copy of a court order or evidence of a state statute or other legally binding document that specifically revokes these rights.

The Board wishes to make clear that all individual student records of the District are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REF: Family Educational Rights and Privacy Act (FERPA) of 1974, P. L. 93-380

12/8/97
9/10/01
1/11/10