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Statement of.....

## Policy and Responsibility

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SUBJECT: STUDENT RECORDS

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Custodial and non-custodial parents of children attending school in the District have the right to inspect and review all official records, files, and data pertaining to their children except when a court order specifically limits access to records and the school has a copy of the court order on file. A request by the parent(s) to see such records will be honored by the school within a reasonable period of time, but in no case more than 45 days after request has been made.

The records will be reviewed with the parent(s) by the school administrator or designee.

The parent(s) shall have an opportunity for a hearing to challenge the content of the child's record. The hearing will be held, upon the written request by the parent(s), with the school administrator and the Director of Student Services. If the problem is not resolved to the parent(s)' satisfaction, the parent(s) may request a hearing before the Board.

- A. No personally identifiable record or files of students will be released without written consent of the parent(s) to any individual, agency, or organization, other than to the following:
  - 1. Other school district officials, including teachers within the educational institution or local educational agency who have a legitimate educational interest.
  - 2. Officials of other school systems in which the student seeks or intends to enroll.
  - 3. Authorized representatives of (a) the Comptroller General of the United States, (b) the Secretary of Health, Education, and Welfare, (c) an administrative head of an educational agency, or (d) state educational authorities. All such persons should have a signed Record of Access indicating the date and purpose of inspection.
  
- B. No other person, agency or institution should have access to education records of students except under the following conditions:
  - 1. With written consent from the parent(s) of the student. This written consent will specify the records to be released and to whom they are to be released. Each request for consent will be made separately. No blanket permission for examination or release of records will be allowed. A copy should be provided to the parent(s) of the student if requested.
  - 2. In compliance with judicial order or pursuant to any lawfully issued subpoena. Parent(s) will be notified of all such orders prior to the school's compliance.

3. In an emergency situation when the parent(s) cannot be contacted, the principal or Superintendent may, at their discretion, release information as needed for the health and/or safety of individuals.
4. When data for outside research purposes are released in such a form that no individual student is identifiable.

C. Publication of Directory Information

1. The principal may authorize the release of certain directory information for the purpose of publishing school directories, yearbooks, team rosters, honor roll lists, graduation lists, and other school purposes which would not normally be considered an invasion of privacy. The principal may authorize the release of certain student directory information for use by U.S. Military Forces and other authorized agencies.
2. Directory information may include a student's name, address, telephone listing, email address, photograph, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended by a student.
3. Requests for the release of student directory information must be made to the Director of Students Services.
4. Parents who object to their student's directory information being published may block publication by submitting a written notification to the school principal.

Requests for information from sources not specifically identified should be processed under the direction of the Director of Student Services and in accordance with safe guards established by the District and/or the school.

When a student has attained 18 years of age, is attending an institution of post secondary education, or is married, the permission or consent required and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.