

Student Personnel

Series 500

Policy Title: STUDENT RECORDS ACCESS

Code No. 505.1

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. Permanent student records shall be maintained by the board secretary and housed in the central administration office.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student shall be provided access to the student records only with the written permission of the eligible student unless the eligible student is defined by the Internal Revenue Code as a dependent. 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 student records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school 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 shall have the right to access the information relating to their student or to be informed of the information. Eligible students shall also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students shall 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 and eligible students or shall have access to records prior to an Individual Education Program (IEP) meeting or hearing.

Copies of student records will only 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 school district shall provide an explanation and interpretation of the student record and a list of the types and locations of student records collected, maintained or used.

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 school district amend the student records. If the school district determines an amendment shall be made to the student's record, the school district shall make the amendment and inform the parents or the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it shall inform the parents or the eligible student of their right to a hearing before the school district. If the parents' and the eligible student's request to amend the student record is further denied, the parents or the eligible student shall have the opportunity to place an explanatory letter in the student record commenting on the school district's decision and setting forth the reasoning for disagreeing with the school district. Additions to the student's records shall become a part of the student record and be maintained like other student records. If the school 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 school district whom the superintendent has determined have a legitimate education interest;
- * to officials of another school district in which the student wishes to enroll, provided the other school 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;
- * 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 with financial aid for which the student has applied for which the student has received if the information is necessary to receive the financial aid;
- * To accrediting organizations;
- * to parents of a dependent student as defined in the Internal Revenue Code

page -3- Code No. 505.1 Student Records Access

- * to comply with a court order or judicially issued subpoena;
- * in connection with a health or safety emergency; or,
- * as directory information.

Individuals not listed are not allowed access without parental or an eligible student's written permission. The superintendent shall keep a list of the individuals and their positions who are authorized to view a special education student. This list must be available for public inspection and updated annually.

The building principal shall 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. 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 shall be maintained without time limitation. Permanent student records must be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student shall be notified. If the parents or eligible student request that the records be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student of the reasons for which they may want the records maintained. In the absence of parents or an eligible student's request to destroy the records, the school district may maintain the records indefinitely.

It shall be the responsibility of the superintendent or designee to inform the employees about parents' and eligible students' rights under this policy. Employees shall also be informed about the procedures for carrying out this policy.

It shall be the responsibility of the superintendent or designee to annually notify parents and eligible student 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 at the request of the parent or eligible student.

page -4- Code No. 505.1 Student Records Access

The notice shall include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy and Regulations Office, U.S. Department of Education, Washington, DC. 20202.

Date of Adoption:

August 5, 1996

Reviewed & Revised:

November 2002

April 21, 2003

January 21, 2008

February 16, 2015

FORM FOR NOTIFICATION

The Colfax-Mingo Community School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following type of records: identification data, attendance data, record of achievement, family activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The building principal is primarily responsible for all records. The records of each student are generally located in the school building which he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The position of the person responsible for maintenance of student records for each building is listed below.

Colfax-Mingo Elementary School	Principal
Colfax-Mingo Middle School	Principal
Colfax-Mingo High School	Guidance Counselor

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall only be upon notarized written consent or upon court order or legally issued subpoena.

1. school officials within the school district whom the superintendent has determined have a legitimate education interest;
2. officials of another school district in which the student wishes to enroll, provided the other school 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;
3. the U.S. Comptroller General, the U.S. Secretary of Education or state and local educational authorities;
4. 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;
5. organizations with financial aid for which the student has applied for which the student has received if the information is necessary to receive the financial aid;
6. accrediting organizations;

7. parents of a dependent student as defined in the Internal Revenue Code;
8. to comply with a court order or judicially issued subpoena;
9. in connection with a health or safety emergency; or,
10. as director information.

Student records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary school to middle school to high school and when a student transfers out of the district. Those records not of permanent importance are destroyed within five years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from either of the aforementioned persons responsible for maintaining student records in each building.

The principal or person in charge of each attendance center may release the following type of information to the public as he/she sees fit, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, 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 or institution attended by the student.

Any parent objecting to the public release of such information must file a written objection with the aforementioned person responsible for maintaining student records in each building and that information objected to shall not be publicly released.

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