

STUDENT RECORDS

To provide students with appropriate instruction and educational services, the District must 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)/guardians(s) or the student in compliance with law, and yet be guarded as confidential information.

The Chief Executive Officer or his/her designee is responsible for the proper administration of student records in keeping with Ohio law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file shall be made available to parent(s)/guardian(s) or the student (if he/she is over 18 years of age) in accordance with Ohio law and Federal requirements. A principal, teacher or other qualified school personnel will be available 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 18 or enrolls in a postsecondary school. The student then becomes an eligible student.

The District provides notice to parents and eligible students of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as required or permitted by law.

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 those copies may be obtained, as well as any fees to be charged for such copies.

The District designates the following personally identifiable information contained in a student's education records as "directory information."

student's name

student's address

student's 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 such information in writing.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate education purposes. The District uses the criteria set forth under administrative regulations to determine who are school officials and what constitutes legitimate educational interests.

Other than requests by parent(s)/guardian(s) 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 Chief Executive Officer or a person designated in writing by the Chief Executive Officer may permit disclosure in certain limited circumstances as required or permitted by law.

The District shall maintain an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

[Adoption date: June 15, 2004]

LEGAL REFERENCES

Family Educational Rights and Privacy Act; 20 USC 1232g

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism ("USA Patriot") Act; 20 USC 7908

Strengthening and Improvement of Elementary and Secondary Schools ("No Child Left Behind Act of 2001"); 20 USC 6301 *et seq.*

Health Insurance Portability and Accountability Act; 29 USC 1181 *et seq.*

34 C.F.R Part 99

Owasso Indep. School Dist. v. Falvo, 534 U.S. 426 (2002).

ORC 149.41; 149.43
1347.01 *et seq.*; 1347.08
3317.031
3319.32; 3319.321; 3319.33
3321.12; 3321.13
3331.13

OAC 3301-35-02(B)(4)(b)

CROSS REFERENCES

AFI, Resource Evaluation
KBA, Requests for Information by the Community
KKA, Recruiters in the Schools
JOA, Student Surveys

NOTE: THIS IS A REQUIRED POLICY

