

Billings School District 2

STUDENTS

Student Records

The Board recognizes that school student records are confidential and that information from them will not be released other than as provided by law.

State and federal law extend to students and parents certain rights, including the right to inspect, to copy, and to challenge school records. The District will ensure that information in school student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child.

The Superintendent will implement this policy through adopted administrative procedures in compliance with state and federal laws. The Superintendent or designee will inform staff members of this policy and will inform students and their parents of it, as well as their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

<u>Cross References:</u>	3600-P1	Student Records Procedure
	3600-P2	Challenges to Student Records – Hearings Procedure
	3600-P3	Withholding Records for Unmet Financial Obligations Procedure
	3600-P4	Student Record Safeguard List Procedure
	3600-P5	Student Education Records – Notice to Parents Procedure
	3600-F1	FERPA Annual Notification Form
	3600-F2	Form Letter to Parent/Guardian of Request to Withhold Grades/Transcripts/Diploma
	3600-F3	Form Letter to Another Montana School to Hold a Student's Grades/Transcripts/Diploma until a Financial Obligation has been Met
	3600-F4	Form Letter to Another Montana School that Financial Obligation has been Met and Records can be Released

Legal References: Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99
§20-1-212, MCA Destruction of Records by a School Officer

§ 20-5-201, MCA	Duties and sanctions
§ 40-4-225, MCA	Access to records by parent
10.55.909, ARM	Student Records

Policy History:

First Reading:	February 23, 2004 – Board of Trustees
Second Reading:	June 14, 2004 – School/Community Committee
Third Reading:	June 21, 2004 – Board of Trustees
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