STUDENTS

Student Records

Withholding Records for Unmet Financial Obligations

In the event that a student with a financial obligation to a school transfers to another school in the State of Montana, the building principal will:

- Notify the pupil's parents in writing that the school district to where the student has transferred has been requested to withhold the pupil's grades, diploma, or transcripts until the obligation has been satisfied. Included in this notification, inform the pupil's parents of their right to appeal that decision to the Superintendent;

- Forward appropriate grades or transcripts to the school to which the pupil has transferred, and notify that district of the student's financial obligation and formally request that the pupil's grades, diploma, and transcripts be withheld as indicated under the School Laws of Montana 20-5-201 until formal notice that the obligation has been met;

- Inform the transfer school district when the pupil or pupil's parents have satisfied the obligation.

- Upon receiving notice from a school district requesting the withholding of the grades, diploma, or transcripts of a pupil, this district shall withhold the grades, diploma, or transcripts of the pupil until it receives notice, from the requesting district, that the decision has been rescinded.

Implementing Policy 3600  Students Records

Cross References:  
Policy 6430  Development of Administrative Procedures  
Policy 3606  Transfer of Student Records  
Procedure 3600-P1  Student Records  
Procedure 3600-P2  Challenge to Student Records - Hearings  
Procedure 3600-P4  Student Record Safeguard List  
Procedure 3600-P5  Special Education Records  
Form 3600-F1  FERPA Notification  
Form 3600-F2  Letter Notifying Parent of Financial Obligation & Withholding of Records  
Form 3600-F3  Letter Notifying Montana School of Financial Obligation & Withholding of Records  
Form 3600-F4  Letter Notifying Montana School that Financial Obligation was Met & Records can be Released
Legal References:

Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR 99.31
§ 20-5-201, MCA Duties and sanctions
§ 40-4-225, MCA Access to records by parent
§ 41-5-215, MCA Youth court and department records – notification of school
10.55.909, ARM Student records

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