

Billings School District 2

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diploma, or transcripts of the pupil until it receives notice, from the requesting district, that the decision has been rescinded.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 Student Records

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| <u>Cross References:</u> | 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
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§ 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

Procedure History:

Issued by Superintendent on: February 28, 2005

Presented to Board on: March 21, 2005

Revised on: