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RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
RELEASE OF STUDENT RECORDS

I. PURPOSE

The purpose of these administrative guidelines is to provide general guidance regarding the release of student records in a variety of circumstances, consistent with Board Policy 581. These guidelines are based on the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g (FERPA) and the Minnesota Government Data Practices Act (“MGDPA”), Minn. Stat. Ch. 13.

II. STUDENT RECORDS: WHAT TO RELEASE AND TO WHOM?

- A. Appended is a table outlining a variety of situations in which the release of student records may be requested, along with the appropriate response.
- B. The situations listed in the table are often fact dependent and the law changes frequently. Further, both FERPA and the MGDPA contain numerous exceptions. Accordingly, questions regarding the application of these guidelines should be directed to the Director of Personnel and Administrative Services, who serves as the district records officer.
- C. The Chief HR and Administrative Officer may consult with legal counsel prior to taking action on a data request.

Dated: May 7, 2001
Reviewed: December 20, 2004; July 17, 2006
Revised: February 16, 2021