

JRB **Release of Student Records**

JRB

The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for in policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information. The appropriate forms for said notices shall be on file in the office of the custodian of the educational records.

The custodian of records may make directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given and the parents or eligible students have had the right to object to the release of the information without their consent.

Approved: January 26, 2004

JRB-R **Release of Student Records**

JRB-R

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student leading to educational intervention,

disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes; and
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency.

Permission for access will be granted to a third party if requested in writing to the official custodian of the student's records by the student, parent or guardian.

JRB-R Release of Student Records

JRB-R-3

No personally identifiable information contained in personal school records shall be furnished to any person other than those listed herein and only under the following conditions: when there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, with a copy of the records to be released made available to the student, parents or guardian when requested; or when information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents, guardian and the student are notified of the orders or subpoenas in advance of the compliance.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs, provided that, except as the collection of personally identifiable data is specifically authorized by federal law, the data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

JRB-R Release of Student Records

JRB-R-4

With respect to the above, all persons, agencies or organizations desiring access to the records of a student shall be required to sign a form which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, student or a school official responsible for record maintenance, indicating specifically the legitimate educational or other interest of each person, agency or organization has in seeking this information. Such forms shall be available to parents and to the school official responsible for record maintenance as a means of auditing the system's operation.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the student if age 18 or older. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: January 26, 2004