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## ADMINISTRATIVE POLICY

### Student Education Records and Information

#### INS-A011

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Policies are periodically revised. Users of this policy should check the QAM website for the most recent version.  
<http://www.salkeiz.k12.or.us/content/qam/qam-documents>

1. Salem-Keizer School District shall comply with the Family Educational Rights and Privacy Act (FERPA) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.
2. A person may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, regarding an alleged violation under the Family Educational Rights and Privacy Act.
3. The following kinds of personally identifiable information will be defined as directory information and may be available for release by each school of District 24J: Student's name, address, telephone number, photograph or audiovisual tape, date and place of birth, major field of study, participation in district activities, weight and height of athletic team members, dates of attendance in district schools, diplomas granted, awards received, and the most recent previous education agency or institution attended by the student.
4. Under federal law, military recruiters and/or institutions of higher education are entitled to receive directory information of secondary students and the District must comply with any such request.
5. A parent, guardian, or student who is 18 years of age has the right to refuse to permit the disclosure of any or all of the above designated categories of personally identifiable information. Parents, guardians, and eligible students may submit a written request that the District withhold directory information.
6. Upon notice from another school, district, or other educational agency or institution in which a student has enrolled the student's educational records will be forwarded including disciplinary records, attendance records, special education records and health records. At any reasonable time, a parent or guardian may inspect his/her child's student records. A copy of any portion of a student's education records is available to parents, guardians, or eligible student at the cost of reproduction.
7. Student records shall not be withheld when requested by another school district for use in the appropriate placement of the student.
8. Based on a change to ORS 339.260, which went into effect January, 1, 2012, transcripts of school records, grade reports, or diplomas may no longer be withheld from students who owe a fee or who are responsible for lost or damaged materials.
9. Notice shall be distributed annually to parents, guardians, and eligible students concerning their rights under this policy. The notice must include procedures for inspecting and reviewing records and for requesting amendment of student records.
  - 9.1. Such notice will be available to parents of students who have a primary or home language other than English.
10. A person may obtain a copy of District policies and procedures at each school location, from the Office of the Superintendent, and from the District's web page, [www.salemkeizer.org](http://www.salemkeizer.org)

#### **Implementing Procedures:**

Education Records Management (INS-P022)



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**Revision History:**

<b>Date</b>	<b>Revision</b>	<b>Description</b>
01/17/12		Cabinet Approved
04/23/12	Updated to reflect change in ORS 339.260	Removed language that referred to ability to withhold transcripts, grade reports if fees are owed. Oregon law prohibits this.

**Approved By: Assistant Superintendent**      *(approval on file)*