

<h1>POLICY</h1>	2018	7350
	Students	

Subject: Student Records

Educational records will be kept for each student within the Williamson Central School District and will reflect the physical, emotional, social and academic aspects of a student’s development in the educational process.

Student information is confidential, and personally identifiable information will not be released without the prior written consent of the parent or the student over 18 years of age. Safeguards will be established by the Superintendent to protect the student and the student’s family from invasion of privacy in the collection, maintenance and dissemination of information.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. The provisions afford parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of a request for access. This includes all official records, files and data that are incorporated into the student’s cumulative record.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records except to the extent that FERPA allows.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

In the case of divorced or separated parents, the parent with custody of the student will receive the official school report card. The building principal may release information on student progress to the other parent upon request and determination of legality.

Furthermore, pursuant to applicable law, the District will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to require that the contractors comply with the law in using appropriate means to safeguard the data.

<h1>POLICY</h1>	2018	7350
	Students	

Subject: Student Records (Continued)

Annual Notification

At the beginning of each school year, the district will publish a notification that informs parents, guardians and students currently in attendance of their rights regarding Education Records under FERPA and New York State Law and the procedures for exercising those rights. A “Parents’ Bill of Rights for Data Privacy and Security” will be posted on the district website and included in any agreements with third-party contractors (see 5500-E.4). The notice and “Bill of Rights” may be published in a newspaper, handbook or other school bulletin or publication. The notice and “Bill of Rights” will also be provided to parents, guardians and students who enroll during the school year.

The notice and Parents’ Bill of Rights will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student’s education records;
2. request that records be amended to so that they are accurate and do not otherwise violate the student’s privacy rights;
3. consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations and/or file a complaint regarding a possible data breach by a third party contractor with the district and/or the New York State Education Department’s Chief Privacy Officer for failure to comply with state law.

The annual notice and Parents’ Bill of Rights will inform parents/guardians and students:

1. that it is the district’s policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. The notice will define “school official” and “legitimate educational interest.”
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.

<h1>POLICY</h1>	2018	7350
	Students	

Subject: Student Records (Continued)

4. that the district, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent. The district will not sell directory information.

5. that, upon request, the district will disclose a high school student’s name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.

6. of the procedure for exercising the right to inspect, review and request amendment of student records.

7. that the district will provide information as a supplement to the “Parents’ Bill of Rights” about third parties with which the district contracts that use or have access to personally identifiable student data.

The district may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal law and regulation. For a complete list of exceptions to FERPA’s prior consent requirements see accompanying Regulation 5500-R, Section 5.

The district shall effectively notify parents, guardians and students who have a primary or home language other than English.

In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military, the district is required to, under federal law, release the information indicated in number five (5) above.

Directory Information

The district has the option under FERPA of designating certain categories of student information as “directory information.” The Board directs that “directory information” include a student’s:

- Name
- ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems (only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student’s identity)
- Address
- Telephone number
- Date and place of birth

<h1>POLICY</h1>	2018	7350
	Students	

Subject: Student Records (Continued)

- Major course of study
- Participation in school activities or sports
- Weight and height if a member of an athletic team
- Dates of attendance
- Degrees and awards received
- Most recent school attended
- Grade level
- Photograph
- Video of participation in school programs (e.g., athletics, performing arts)
- E-mail address
- Enrollment status

Social security numbers or other personally identifiable information will not be considered directory information.

Students who opt out of having directory information shared are still required to possess their student ID cards.

Once the proper FERPA notification is given by the district, a parent/guardian or student will have 14 days to notify the district of any objections they have to any of the “directory information” designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or student for the release. Once the student or parent/guardian provides the “opt-out”, it will remain in effect after the student is no longer enrolled in the school district.

Family Educational Rights and Privacy Act of 1974

Approved: Board of Education
December 10, 2003

Approved: Board of Education
March 26, 2008

Approved: Board of Education
September 12, 2012

Approved: Board of Education
June 15, 2016

Approved: Board of Education
May 23, 2018