

Tub Ntxhais Kawm Ntawv Cov Ntaub Ntawv thiab Nej Li Cai

Kev ceeb toom raws txoj cai hauv FERPA thiab Tsoom Fwv Minixaustas Tej Ntaub Ntawv Khiav Dej Num

Txoj cai Family Educational Rights thiab Privacy Act (FERPA) thiab Tsoom Fwv Minixaustas Tej Ntaub Ntawv Khiav Dej Num tso niam txiv/cov saib xyuas thiab cov tub ntxhais kawm ntawv uas muaj 18 xyoo rov saud (“tub ntxhais kawm ntawv tsim nyog”) muaj qee qhov cai nrog txoj kev hwm tub ntxhais kawm ntawv tej ntaub ntawv uas tau teev tseg.

Cov cai nov yog:

1. Muaj cai soj ntsuam thiab saib tub ntxhais kawm ntawv cov ntaub ntawv uas tau teev tseg tsis pub dhau 10 hnuv tom qab uas Tsoom Fwv Tsev Kawm Ntawv Nroog Xees Phos tau txais daim ntawv thov soj ntsuam.

Yog cov niam txiv los sis cov tub ntxhais kawm ntawv uas tsim nyog xav soj ntsuam lawv cov me nyuam los sis lawv cov ntaub ntawv uas tau teev tseg, nej yuav tsum sau ib daim ntawv mus rau tus thawj tswj tsev kawm ntawv thiab qhia seb yam ntaub ntawv uas nej xav soj ntsuam yog yam twg. Tus thawj tswj tsev kawm ntawv mam nrhiav sij hawm teem caij thiab chaw rau niam txiv los sis tus tub ntxhais kawm ntawv mus soj ntsuam. Yog xav paub ntau ntiv, thov mus saib hauv [304.1.4 Access to Data for Individual Data Subjects](#) hauv Tsoom Fwv Tsev Kawm Ntawv Nroog Xees Phos Phau Ntawv Txheej Txheem.

2. Muaj cai nug kom kho tus tub ntxhais kawm ntawv cov ntaub ntawv uas tau teev tseg yog tias niam txiv los sis tus tub ntxhais kawm ntawv ntseeg tias tsis mee, tsis yog, los sis txhaum tus tub ntxhais kawm ntawv txoj cai zais ntawm nws tus kheej lawm.

Yog cov niam txiv los sis tub ntxhais kawm ntawv xav nug Tsoom Fwv Tsev Kawm Ntawv Nroog Xees Phos kom kho lawv tus me nyuam los sis lawv cov ntaub ntawv kawm uas tau teev tseg, nej yuav tsum sau ib daim ntawv mus qhia rau tus thawj tswj tsev kawm ntawv kom mee tias cov ntaub ntawv teev tseg twg yog cov uas xav kom hloov, thiab qhia kom mee tias vim li cas yuav tsum tau hloov. Yog tias koog tsev kawm ntawv txiav txim siab tsis hloov cov ntaub ntawv uas tau teev tseg raws li niam txiv los sis tus tub ntxhais kawm ntawv tau thov, koog tsev kawm ntawv mam qhia qhov kev txiav txim siab nov thiab niam txiv los sis tub ntxhais kawm ntawv txoj cai mus sib hais txog qhov kev thov kom hloov nov rau lawv paub. Yog xav paub ntau ntiv, thov mus saib hauv [304.00.2 Request to Amend Student Records: Procedures to Challenge Data](#) hauv Tsoom Fwv Tsev Kawm Ntawv Nroog Xees Phos Phau Ntawv Txheej Txheem.

3. Muaj cai sau ntawv pom zoo ua ntej tso mas tsev kawm ntawv thiaj qhia tau tej yam uas yuav paub txog tub ntxhais kawm ntawv tus kheej nyob rau hauv nws cov ntaub ntawv uas tau teev tseg, tsuas ntshe tej qhov uas txoj cai yeej kam qhia yam tsis tas tau kev pom zoo ces tsev kawm ntawv qhia tau.
4. Muaj cai sau ntawv tsis txaus siab mus rau US Department of Education txog tej yam uas Tsoom Fwv Tsev Kawm Ntawv Nroog Xees Phos ua tsis raws li cov cai FERPA. Lub npe thiab chaw nyob ntawm lub chaw ua hauj lawm saib xyuas FERPA yog:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA tso cai qhib tej ntaub ntawv teev tseg txog tub ntxhais kawm ntawv tus kheej, tsis tas tau kev pom zoo ntawm niam txiv los sis tub ntxhais kawm ntawv, yog tias qhib raws cai li hauv FERPA txoj cai § 99.31. Tsuas yog qhib rau cov neeg ua hauj lwm hauv tsev kawm ntawv, thooj li kev hais plaub ntug los sis mus ua pov thawj plaub ntug raws cai, qhib teev chaw nyob, thiab qhib rau niam txiv los sis tub ntxhais kawm ntawv, nqi cai § 99.32 hauv FERPA hais tias tsev kawm ntawv yuav tsum muab cov kev qhib li nov teev tseg. Niam ntiv thiab tub ntxhais kawm ntawv muaj cai soj ntsuam thiab saib cov kev qhib nov. Hauv qab nov yog ob peb qhov piv txwv li uas tsis tas tau kev pom zoo los yeej qhib tau tej ntaub ntawv uas teev txog tub ntxhais kawm ntawv tus kheej tawm:

- Qhib rau cov ua hauj lawm hauv tsev kawm ntawv, nrog rau koog tsev kawm ntawv cov neeg ua hauj lwm, cov xib fwb thiab cov neeg pab hauj lwm hauv tsev kawm ntawv, cov chaw thiab tsev kawm hauj lwm uas lub tsev kawm ntawv txaus siab rau tias yuav tau txoj kev kawm raws cai. Qhov nov muaj xws li cov chaw uas maum hauj lwm ua, chaw pab tswv yim, chaw pab hauj lwm dawb, los sis cov chaw uas lub tsev kawm ntawv twb tau txais kev pab los lawm, los sis kev sib pab, uas mus raws li cov lus sau tseg rau hauv § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3). (§ 99.31(a)(1))
- Qhib rau cov neeg ua hauj lwm hauv lwm lub tsev kawm ntawv, lwm koog tsev kawm ntawv, los sis tej chaw kawm ntawv/kawm hauj lwm qib siab uas tub ntxhais kawm ntawv nrhiav los sis xav mus kawm los sis twb kawm lawm es yuav qhib nws tej ntaub ntawv mus los sis xa mus rau raws li cov cai hauv nqi § 99.34. (§ 99.31(a)(2))
- Qhib rau cov neeg ua hauj lwm hauv lub xeev thiab zej zos los sis cov neeg uas muaj cai paub txog tej yam uas yuav tsum qhia tawm los sis qhib raws li lub xeev txoj cai txhawj txog txoj kev ncaj ncees rau cov hluas kom txoj cai pab tau tij lim, ua ntej tsev tu plaub txiav txim, yuav tso tej ntaub ntawv uas teev txog tub ntxhais kawm ntawv tawm raws li nqi cai § 99.38. (§ 99.31(a)(5))

- Qhib rau cov koom haum uas tshawb kawm rau, los sis sawv cev, ntawm lub tsev kawm ntawv, kom ua tau: (a) tsim, ua kom paub meej, los sis twv tau tias yuav muab cov txuj xeeb zoo li cas; (b) paub siv cov khoos kas uas pab tau tub ntshais kawm ntawv; los sis (c) kho cov kev qhia ntawv kom zoo ntxiv, yog tias ua es tiav raws li txhua yam uas yuav tsum ua. (§ 99.31(a)(6))
- Qhib raws li txoj cai hais plaub los sis hais raws cai kom mus ua pov thawj hauv tsev hais plaub (subpoenas), yog tias ua es yuav tiav raws li txhua yam uas yuav tsum ua. (§ 99.31(a)(9))
- Qhib rau cov ua hauj lwm hauv txoj kev noj qab nyob zoo thiab kev ruaj khov rau thaum xwm ceev, raws li nqi § 99.36. (§ 99.31(a)(10))
- Qhib rau cov neeg tuav ntaub ntawv hauv chaw ua hauj lwm, lwm tus sawv cev lub xeev, chaw pab me nyuam, koom haum pab pawg neeg los sis lwm lub koom haum uas tau cai saib tub ntshais kawm ntawv tej ntaub ntawv raws cai, raws li lub xeev los sis pab pawg neeg txoj cai, los pab thiab tiv thaiv txoj kev nrhiav chaw nyob tu tub ntshais kawm ntawv. (20 U.S.C. § 1232g(b)(1)(L))
- Qhib rau tsev kawm ntawv siv li tau npaj los ua phau “npe thiab chaw nyob” yog raug cai raws li nqi § 99.37. (§ 99.31(a)(11))

Ceeb Toom Txog Phau Ntawv Qhia Npe

Phau ntawv qhia npe yog ib yam uas qhib rau sawv daws pom thiab tso tau tawm tsis tas yuav kev pom zoo. Tsoom Fwv Tsev Kawm Ntawv Nroog Xees Phos tau xaiv tej yam xws li nram qab no tso rau hauv phau ntawv qhia npe:

- Npe
- Hnub Yug
- Qib
- Lub Tsev Kawm Ntawv
- Hnub Pib Kawm Ntawv
- Yeeb koob tau txais, xws li kawm ntawv tiav/diploma, yog kawm tas
- Cov kev kawm ntxiv los yog Extra-curricular Information

Lub hom phiaj ntawm phau ntawv qhia npe nov yog ua rau Tsoom Fwv Tsev Kawm Ntawv Nroog Xees Phos tau siv qhia txog nej cov me nyuam rau hauv phau ntawv xyoo, tau koob meej zoo thiab lwm yam kev nco txog, ua yeeb yam, khoos kas kawm tiav, khoos kas kis las thiab lwm yam.

Ntxiv rau tej ntawv qhia npe saum nov, hauv nov yog kos qhia rau tej tus neeg uas nws ua qhov ntawd xwb:

	Chaw Nyob	Xov Tooj Hauv Tsev	Tub Ntxhais Kawm Ntawv Tus Nab Npawb	Tub Ntxhais Kawm Ntawv Tus Nab Npawb MARSS (rau lub xeev)	Seb Tub Ntxhais Kawm Ntawv Yog Txivneej Los Pojnam	Tub Ntxhais Kawm Ntawv Tus Email Chaw Nyob	Niam Txiv/Tus Neeg Saib Xyuas Npe	Sij Hawm Hauv Chaw Kawm Ntawv
Cov pab nrhiav tub rog (rau cov tub ntshais kawm ntawv hauv theem ob xwb)	X	X				X		
Lub Xeev Minixastus Cov Tsev Qiv Ntawv	X	X	X			X		
Neeg Ceev Xwm Pab Hauv Tsev Kawm Ntawv	X	X					X	X
Metro Transit			X					
Minnesota Office of Higher Education (OHE)				X	X			

Cov niam txiv/neeg saib xyuas uas tsis pom zoo tso me nyuam npe tawm yuav tsum sau ntawv qhia rau Tsoom Fwv Tsev Kawm Ntawv Nroog Xees Phos paub tsis pub dhau lub 9 hlis ntuj, tim 30. Daim ntawv tsis pom zoo tso npe tawm nyob hauv <http://spps.org/studentrecords> los sis hu rau lub Chaw Teev Tub Ntxhais Kawm Ntawv cov ntaub ntawv hauv lub Tuam Tsev Teev Npe Kawm Ntawv ntawm (651)-632-3764.

Yog muaj lus nug txog Tub Ntxhais Kawm Ntawv Cov Ntaub Ntawv, thov nug mus rau:

Student Records, Student Placement Center
2102 University Avenue W
Saint Paul, MN 55114
(651) 632-3764