

Title: Student Media Center Circulation Records

Student media center circulation records are designed to be used internally to assist in the orderly administration of the School District media centers. As a general rule, student media center circulation records are considered confidential records and will not be released without parental or eligible student consent. Individuals who may access such records may include, but are not limited to, a student's parents, the student, school officials with legitimate educational interests, authorized government officials from the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, and persons to whom disclosure is ordered by a judicial order or lawfully issued subpoena. Appropriate authorities in a health or safety emergency may access the student's media center circulation records without the approval or the notification of the student's parents or the eligible student. Parents may not access records, without the student's permission, of a student who has reached the age of 18 or who is attending a post-secondary educational institution (i.e., an eligible student) unless the student is considered a dependent for tax purposes.

It is the principal's responsibility to approve requests for access to student media center circulation records. Students' media center circulation records may be accessed during the regular business hours of the School District.

Cross References:

520 Student Records;
520.1 Student Records, Regulation

Legal Reference:

20 U.S.C. § 1232g. 34 C.F.R. Pt. 99.
Iowa Code §§ 22. 281 I.A.C. 12.3(4),
(12).

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