

RELEASE OF STUDENT RECORDS

Student records shall be made available to an outside person or agency only under the following conditions:

- A. A "Release of Information" request is received by school officials duly signed by a parent of the student, or legal guardian, or by a student of legal age (18 years or older).
- B. A "Request for Information" is received by school officials in the form of a specific request from the court, a court order, or a subpoena duces tecum. Only information requested shall be provided and the parents and/or students shall be notified of all such orders in advance of compliance with the order.
- C. A "Request for Transcript" is received by school officials from receiving school. Only information such as grades, attendance records, and group test scores should be included. Transcripts may also be sent to prospective employers at the request of the student or parents. Psychological reports and health records cannot be released without having been specified in the signed "Release of Information" request as per #1 above.
- D. In instances where requests for information might come from an outside agency such as the VA, working for the welfare of a student, the agency will file a release from the student (if of legal age) or parent or guardian. In lieu of such a release, a form signed by a judge (not necessarily in the form of a subpoena) would suffice, provided the parent, student, or guardian is notified that such a form has been received.
- E. Instances where requests for information come from the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency or State educational authorities in connection with the audit and evaluation of federal programs or for the enforcement of federal legal requirement which relate to such programs, only that data which does not include information (including social security numbers) which would permit the personal identification of such students or their parents shall be released. The only exception shall be when the collections of a personally identifiable data are specifically authorized by federal law.

A student of legal age or the parent or legal guardian of a minor student shall have access to a student's records at any time during the school day upon reasonable notice to the principal. Absent a court order to the contrary, divorced parents of a student shall have equal access to their child's educational records.

Legal Ref: 20 USC 1232g(b)(4)(A) Family Educational Rights and Privacy Act
PL 93-380 Family Educational Rights and Privacy Act of 1974
45 CFR 99.30 and 99.31 Regulations 45 CFR 99.2

Definition of "Parent"