

PASCO SCHOOL DISTRICT NO. 1

REQUEST TO GAIN ACCESS TO STUDENT RECORDS

Date of Request _____

Student Name _____ Birthdate: _____

Detailed Description of Records Requested: _____

Requester information:

Parent/ Legal Guardian Student whose records are requested

Other* (specify) _____

Requester Name: _____ Phone Number: _____

Address: _____

Reason for Request: _____

Signature of Requestor: _____

Copy of requesters identification attached

ACTION ON REQUEST

Granted Denied. Reason: _____

List of Records Released: _____

Records Released by: _____ Title: _____

Date Records Released: _____

Original Request and all documents released are required to be retained for 3 years after the request is received and records released per School Districts and Educational Service Districts Records Retention Schedule Version 8.2 (December 18, 2014)

*Notice: Student records obtained under this request remain subject to the requirement of the federal "Family Educational Rights and Privacy Act of 1974" which requires written parent(s) or guardian(s) or student consent before the records may be shared with any other party.

PARENT OR GUARDIAN AND STUDENT RIGHTS WITH REGARD TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents or guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day the district receives a request for access.*

Parents or guardians and eligible students should submit a written request that identifies the records they wish to inspect. The principal or counselor will make arrangements for access and notify the parent or guardian or eligible student of the time and place where the records may be inspected. Copies of the contents of the records will be furnished upon request if no other means are available. A charge will be made to defray the cost of copying.

2. The right to request the amendment of the student’s educational records which the parents or guardians or eligible student believe are inaccurate or misleading.

If parents or guardians or eligible students have concerns regarding the accuracy or appropriateness of any information maintained by the school about the student, they are encouraged to inform the principal of this concern. An opportunity will be provided by the principal to meet and attempt to resolve this concern. Failing to reach an agreement, a formal hearing may be required. Parents or guardians or eligible students should write to the director of elementary or secondary education to request a formal hearing, clearly identifying the part of the record they want changed and specifying why the information is 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 authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

School district records for your child will be transferred to another school district in which the child enrolls or intends to enroll upon receipt of a request from the other district. If you do not wish records to be released on such occasions, you must notify the Pasco School District in writing.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Pasco School District to comply with the requirements of FERPA. The name and address of the office which administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

The Family Educational Rights and Privacy Act permits a school district to identify certain information as “directory information,” which may be released publicly without the permission of the parents or guardians of the student. The school district identifies directory information about the student as the following: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and school attended.

*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five (5) business days. RCW 42.56.520

Note: This form will be distributed to all parents in English and Spanish at the beginning of each school year. It will be available in other languages upon request.

This form accompanies Pasco School District Board of Directors Policy #3600, which was revised on November 12, 2013.