

1 Great Falls School District

2
3 **STUDENTS**

3600P

4
5 Student Records

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7 Notification to Parents and Students of Rights Concerning a Student's School Records

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9 This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

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11 The District maintains two (2) sets of school records for each student: a permanent record and a
12 cumulative record.

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14 The permanent record shall include:

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- 17 • Basic identifying information including name
 - 18 • Academic transcripts
 - 19 • Level of achievement (grades, standardized achievement tests)
 - 20 • Immunization records (per §20-5-506, MCA)
 - 21 • Attendance record
 - 22 • Statewide student identifier assigned by the Office of Public Instruction
 - 23 • Record of any disciplinary action taken against the student, which is educationally related

24 The cumulative record may include:

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- 27 • Intelligence and aptitude scores
 - 28 • Health and Psychological reports
 - 29 • Disciplinary information
 - 30 • Participation in extracurricular activities
 - 31 • Honors and awards
 - 32 • Teacher anecdotal records
 - 33 • Verified reports or information from non-educational persons
 - 34 • Verified information of clear relevance to the student's education
 - 35 • Information pertaining to the release of this record

36 The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students
37 over eighteen (18) years of age ("eligible students" as defined by FERPA) certain rights with
38 respect to the student's education records. They are:

- 39
40 1. The right to inspect and copy the student's education records within a reasonable time of
41 the day the District receives a request for access.

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43 "Eligible" students, who are eighteen (18) years of age or older, have the right to inspect
44 and copy their permanent record. Parents/guardians or "eligible" students should submit
45 to the school principal (or appropriate school official) a written request identifying the

1 record(s) they wish to inspect. The principal will make, within forty-five (45) days,
2 arrangements for access and notify the parent(s)/guardian(s) or eligible student of the
3 time and place the records may be inspected. The District charges a nominal fee for
4 copying, but no one will be denied their right to copies of their records for inability to pay
5 this cost.

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7 The rights contained in this section are denied to any person against whom an order of
8 protection has been entered concerning a student.

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10 2. The right to request amendment of the student's education records which the
11 parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or
12 improper.

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14 Parents/guardians or eligible students may ask the District to amend a record they believe
15 is inaccurate, misleading, irrelevant, or improper. They should write the school principal
16 or records custodian, clearly identifying the part of the record they want changed, and
17 specify the reason.

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19 If the District decides not to amend the record as requested by the parent(s)/guardian(s) or
20 eligible student, the District shall notify the parent(s)/guardian(s) or eligible student of
21 the decision and advise him or her of their right to a hearing regarding the request for
22 amendment. Additional information regarding the hearing procedures shall be provided
23 to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

- 24
25 3. The right to permit disclosure of personally identifiable information contained in the
26 student's education records, except to the extent that FERPA or state law authorizes
27 disclosure without consent.

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29 Disclosure is permitted without consent to school officials with legitimate educational or
30 administrative interests. A school official is a person employed by the District as an
31 administrator, supervisor, instructor, or support staff member (including health or
32 medical staff and law enforcement unit personnel); a person serving on the Board; a
33 person or company with whom the District has contracted to perform a special task (such
34 as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or
35 student serving on an official committee, such as a disciplinary or grievance committee,
36 or assisting another school official in performing his or her tasks.

37
38 A school official has a legitimate educational interest if the official needs to review an
39 education record in order to fulfill his or her professional responsibility.

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41 Upon request, the District discloses education records without consent to officials of
42 another school district in which a student has enrolled or intends to enroll, as well as to
43 any person as specifically required by state or federal law. Before information is released
44 to individuals described in this paragraph, the parent(s)/guardian(s) shall receive written
45 notice of the nature and substance of the information and an opportunity to inspect, copy,
46 and challenge such records. The right to challenge school student records does not apply

1 to: (1) academic grades of their child, and (2) references to expulsions or out-of-school
2 suspensions if the challenge is made at the time the student's school student records are
3 forwarded to another school to which the student is transferring.
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5 Disclosure is also permitted without consent to: any person for research, statistical
6 reporting or planning, provided that no student or parent(s)/guardian(s) can be identified;
7 any person named in a court order; and appropriate persons if the knowledge of such
8 information is necessary to protect the health or safety of the student or other persons.
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- 10 4. The right to a copy of any school student record proposed to be destroyed or deleted.
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12 5. The right to prohibit the release of directory information concerning the
13 parent's/guardian's child.
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15 Throughout the school year, the District may release directory information regarding
16 students, limited to:

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18 • Student's Name
19 • Address
20 • Telephone listing
21 • Electronic mail address
22 • Photograph (including electronic version)
23 • Video and audio recording (including electronic version)
24 • Date and place of birth
25 • Dates of attendance
26 • Grade level
27 • Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
28 • Academic awards, degrees, and honors
29 • Participation in officially recognized activities and sports
30 • Weight and height of members of athletic teams
31 • Degrees
32 • Major field of study
33 • Most recent educational agency or institution attended
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35 Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the
36 above information by delivering a written objection to the building principal within ~~thirty~~
37 ten (10) days of the date of this notice. No directory information shall be released within
38 this time period, unless the parent(s)/guardian(s) or eligible student are specifically
39 informed otherwise. When a student transfers, leaves the District, or graduates, the school
40 must continue to honor a decision to opt-out, unless the parent or student rescinds the
41 decision.
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43 A parent or student 18 years of age or an emancipated student, may not opt out of
44 directory information to prevent the district from disclosing or requiring a student to
45 disclose their name [identifier, institutional email address in a class in which the student

1 is enrolled] or from requiring a student to disclose a student ID card or badge that
2 exhibits information that has been properly designated directory information by the
3 district in this policy.

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5 6. The right to request that information not be released to military recruiters and/or
6 institutions of higher education.

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8 Pursuant to federal law, the District is required to release the names, addresses, and
9 telephone numbers of all high school students to military recruiters and institutions of
10 higher education upon request.

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12 Parent(s)/guardian(s) or eligible students may request that the District not release this
13 information, and the District shall comply with the request.

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15 7. The right to file a complaint with the U.S. Department of Education concerning alleged
16 failures by the District to comply with the requirements of FERPA.

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18 The name and address of the office that administers FERPA is:

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20 Family Policy Compliance Office
21 U.S. Department of Education
22 400 Maryland Avenue, SW
23 Washington, DC 20202-4605
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25 Policy History

26 Adopted on: July 1, 2000

27 Revised on: February 14, 2005

28 Revised on: November 12, 2012

29 Revised on: April 8, 2024