



## **WALLKILL CENTRAL SCHOOL DISTRICT PROCEDURES FOR ACCESS TO STUDENT RECORDS**

*Information sharing falls under the Family Educational Rights and Privacy Act (FERPA). FERPA provides parents and students over 18 years of age certain rights with respect to the student's education records, mainly the right to consent to the disclosure of information. Generally, schools must have written permission from the parent or eligible student before releasing any information from the student's record. This law applies to any school that receives funding under an applicable US Department of Education program. However, it does provide some exceptions that allow schools to disclose student records without consent.*

### *Exceptions to FERPA:*

*FERPA allows disclosure without the consent of parents (or students 18 and over) to the following parties:*

- *school employees who have a need to know;*
- *other schools to which a student is transferring;*
- *certain government officials in order to carry out lawful functions;*
- *appropriate parties in connection with financial aid to a student;*
- *organizations conducting certain studies for the school;*
- *accrediting organizations;*
- *individuals who have obtained court orders or subpoenas;*
- *persons who need to know in cases of health and safety emergencies;*
- *state and local authorities within a juvenile justice system, pursuant to specific law; and*
- *military recruiters for recruiting purposes (unless a parent makes a written request to the District to the contrary).*

*According to FERPA, a school can disclose information without consent to school officials with legitimate educational interests. FERPA defines a "school official" as:*

*a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical consultant, or therapist); or a parent or student serving on an official committee, such as a discipline or grievance committee.*

*According to FERPA, a school official has a "legitimate educational interest" if the official needs to review an educational record to fulfill his or her professional responsibility.*