**Billings School District 2**

**STUDENTS**

Student Records

The Board recognizes that school student records are confidential and that information from them will not be released other than as provided by law.

State and federal law extend to students and parents certain rights, including the right to inspect, to copy, and to challenge school records. The District will ensure that information in school student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child.

The Superintendent will implement this policy through adopted administrative procedures in compliance with state and federal laws. The Superintendent or designee will inform staff members of this policy and will inform students and their parents of it, as well as their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

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| Cross References: | 3600-P1 | Student Records Procedure |
| | 3600-P2 | Challenges to Student Records – Hearings Procedure |
| | 3600-P3 | Withholding Records for Unmet Financial Obligations Procedure |
| | 3600-P4 | Student Record Safeguard List Procedure |
| | 3600-P5 | Student Education Records – Notice to Parents Procedure |
| | 3600-F1 | FERPA Annual Notification Form |
| | 3600-F2 | Form Letter to Parent/Guardian of Request to Withhold Grades/Transcripts/Diploma |
| | 3600-F3 | Form Letter to Another Montana School to Hold a Student's Grades/Transcripts/Diploma until a Financial Obligation has been Met |
| | 3600-F4 | Form Letter to Another Montana School that Financial Obligation has been Met and Records can be Released |

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| Legal References: | Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99 | |
| | **§20-1-212, MCA** | **Destruction of Records by a School Officer** |
| | § 20-5-201, MCA | Duties and sanctions |

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| § 40-4-225, MCA | Access to records by parent |
| 10.55.909, ARM | Student Records |

Policy History:

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| First Reading: | February 23, 2004 – Board of Trustees |
| Second Reading: | June 14, 2004 – School/Community Committee |
| Third Reading: | June 21, 2004 – Board of Trustees |
| Adopted on: | June 21, 2004 |
| Effective on: | July 1, 2004 |
| Revised on: | December 16, 2013 |
| Reviewed on: | December 17, 2018 – Board of Trustees |