

1 Great Falls School District

2

3 **STUDENTS**

3600

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5 Student Records

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7 School student records are confidential, and information from them shall not be released other  
8 than as provided by law. State and Federal law grant students and parent(s)/guardian(s) certain  
9 rights, including the right to inspect, copy, and challenge their or their child's school records.

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11 The information contained in school student records shall be kept current, accurate, clear and  
12 relevant. All information maintained concerning a student receiving special education services  
13 shall be directly related to the provision of services to that child.

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15 The District may release directory information as permitted by law, but parent(s)/guardian(s)  
16 shall have the right to object to the release of information regarding their child. Military  
17 recruiters and institutions of higher education may request and receive the names, addresses, and  
18 telephone numbers of all high school students, unless the parent(s) notifies the school not to  
19 release this information.

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21 The school district may disclose, without consent, personally identifiable information from an  
22 education record of a student to the youth court and law enforcement authorities pertaining to  
23 violations of the Montana Youth Court Act or criminal laws by the student. The youth court or  
24 law enforcement authorities receiving the information shall certify in writing to the school  
25 district that the information will not be disclosed to any other party except as provided under  
26 state law without the prior consent of the parent or guardian of the student.

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28 The Superintendent shall implement this policy and State and federal law with administrative  
29 procedures. The Superintendent or designee shall inform staff members of this policy and shall  
30 inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student  
31 school records.

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33 Each student's permanent file, as defined by the Board of Public Education, must be permanently  
34 kept in a secure location. Other student records must be maintained and destroyed as provided in  
35 20-1-212, MCA.

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37 Cross Reference:

38 Policy 2131 Student and Family Privacy Rights

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40 Legal Reference:

41 Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99

42 § 20-1-212, MCA Destruction of records by school officer.

43 § 20-5-201, MCA Duties and sanctions

44 § 41-5-215, MCA Youth court & department records - notification of school

45 § 40-4-225, MCA Access to records parents

46 § 52-2-211, MCA County or Regional Interdisciplinary Child Information and School Safety

- 1 Team
- 2 10.55.909, ARM Student Records
- 3 No Child Left Behind Act of 2001, P.L. 107-334
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- 5 Policy History:
- 6 Adopted on: July 1, 2000
- 7 Revised on: February 14, 2005
- 8 Revised on: November 23, 2015
- 9 Reviewed on: October 31, 2022
- 10 Revised on: August 11, 2025