

P5501 PRIVACY OF STUDENT RECORDS

BOARD POLICY:

The Unified School District 259 construes all student records, except directory information for which the parents have not objected to disclosure, to be confidential. Appropriate procedures and safeguards shall be established and followed to govern disclosure of student records and information to persons, agencies, and organizations within and outside the school district. Such procedures and safeguards shall be consistent with and pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, as amended, and the rules and regulations of the Department of Education.

Administrative Implemental Procedures:

1. Disclosure of all student information contained in student education records, regardless of the form it takes (video or audio tapes, photographs, written documentation, etc.), shall be governed by this policy. Such disclosure must be done in compliance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, as amended, and its interpretive regulations, 34 C.F.R. § 99.1, et seq.
2. Specific guidelines regarding the disclosure of information contained in student education records will be provided to employees who work with, or have access to, student records, and extra copies may be obtained from Student Records and Enrollment Services.
3. It is the policy of the district that all staff must fully comply with FERPA's provisions permitting the parent or guardian of a student to inspect a student's education records, as described more fully in P5501a.

Approved as to content and form by Board Counsel.

Administrative Responsibility: Student Records and Enrollment Services

Latest Revision Date: October 2025

Previous Revision Date: March 2014