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2 **RICHFIELD PUBLIC SCHOOLS**
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4 **ADMINISTRATIVE GUIDELINES**
5
6 **RELEASE OF STUDENT RECORDS**
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9 **I. PURPOSE**

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11 The purpose of these administrative guidelines is to provide general
12 guidance regarding the release of student records in a variety of
13 circumstances, consistent with Board Policy 581. These guidelines are
14 based on the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
15 (FERPA) and the Minnesota Government Data Practices Act (“MGDPA”),
16 Minn. Stat. Ch. 13.
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18 **II. STUDENT RECORDS: WHAT TO RELEASE AND TO WHOM?**

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20 A. Appended is a table outlining a variety of situations in which the
21 release of student records may be requested, along with the
22 appropriate response.
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24 B. The situations listed in the table are often fact dependent and the law
25 changes frequently. Further, both FERPA and the MGDPA contain
26 numerous exceptions. Accordingly, questions regarding the application
27 of these guidelines should be directed to the Senior Executive Officer,
28 who serves as the district records officer.
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30 C. The Senior Executive Officer may consult with legal counsel prior to
31 taking action on a data request.
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34 Dated: May 7, 2001

35 Reviewed: December 20, 2004; July 17, 2006

36 Revised: February 16, 2021; February 2, 2026