

## **STUDENT RECORDS**

We have established procedures both to provide you with access to your child's education records and to protect any personally identifiable information in those records. At your request, we will give you a list of the types and locations of educational records used by the school district. We will also tell you whether and who, other than yourself and authorized school district personnel, have examined your child's records. You have the right to inspect and review any education records relating to your child that are collected, maintained, or used by the school district. You are entitled to review these records within 45 days of a request to see them or before any action is taken to provide, change, or terminate educational services to your child. This right of inspection includes:

1. An explanation and interpretation of these records by school district personnel;
2. Giving you copies of the records if providing copies is the only way you can effectively exercise your right of inspection and review (we do not charge for searching records or retrieving them, but we may charge a modest copying fee, depending upon the volume of the records);
3. Having your child's records inspected and reviewed by a representative of your choosing (upon presentation to appropriate school district personnel of a notarized authorization).

After reviewing your child's education records, you may ask the school district to change any information you believe is inaccurate or misleading or violates your child's privacy rights. We will make those changes or reject your request within 45 days after the receipt of your request. If we reject your request, you have a right to a hearing. The hearing can be held before any school district official who does not have a direct interest in its outcome.

## **DISCLOSURE OF INFORMATION**

We must obtain your consent before allowing information to be used for a purpose other than which it was collected or before disclosing personally identifiable information about your child to anyone not entitled to see it. You can see the names and positions of school district employees entitled to see personally identifiable information about your child at the school office. This office is responsible for ensuring the confidentiality of personally identifiable information about all students, as well as providing information about your rights under the Federal Education Rights and Privacy Act (FERPA) and its implementing regulations, the primary federal statute protecting privacy of you and your child.

## **DESTRUCTION OF INFORMATION**

Our usual practice is to destroy most information about a student three (3) years after the student leaves the school district. Alternatively, we may change the information so that it can no longer be related to your child. We maintain a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed (we call this directory and attendance information). We will inform you when additional information is no longer required to be maintained to serve your child. At that time, you can direct us to destroy everything but directory and attendance information. However, since some of the additional information may be needed for future social security benefits or other purposes, we may recommend that you authorize us to maintain this information. The choice will be yours at that time.