

Access to Student Records & Student Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) gives students over 18 years of age and parents the right to review certain educational records. Pursuant to law, the following records are available for review:

- The guidance folder, which contains standardized test scores, biographical data and elementary progress reports;
- Academic records for grades 7 through 12;
- Cumulative health records;
- Attendance records;
- Student disciplinary records reflecting superintendent's hearings in which the student has been found guilty and letters and/or records of school suspension lasting five days or less;
- School medical records maintained at the school nurse's office that contain the student's medical history;
- Pupil service records that include psychological reports maintained by school personnel.

These records are confidential and cannot be released without the prior written consent of the parent or guardian. The law does provide for limited exceptions to the prior consent requirement, e.g., certain school employees or state or federal officials have a legitimate purpose for needing access to information contained in the students' records.

The Board of Education has established a policy for maintaining the confidentiality of student education records, and for providing access to such records for parental review. Copies of this policy are available in the district office. Applications for access to student records also are available in the district office. Please direct any questions about the right to review student records to the respective building principal.

The Protection of Pupil Rights Amendment (PPRA) to the federal Family Educational Rights and Privacy Act (FERPA) affords parents certain rights regarding district surveys, collection and use of information for marketing purposes, and certain physical exams. Parents can request their child be excused from participation in such surveys by writing to the Superintendent of Schools

Student Directory Information – Opt-out

From time to time, student directory information (e.g., name, grade, photo, awards) depicting activities in the schools is released for use in district publications, on the district website, or given to the media. Parents who object to the release of their child's directory information and/or photograph should notify the superintendent in writing no later than September 1 of the current school year. Simply provide a written statement stating, "Please do not photograph my child(ren) [Student Name(s)] for use in publications and/or web for the [insert years] school year."

For example, *"Please do not photograph my children, John and Jane Doe, for use in publications and/or web for the 2023-2024 school year"*.