

Student Records Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for a parent's right to inspect, review and seek correction of a child's educational records. Copies of this policy are on file in each school office and at the District Office.

If you wish to review your child's record, you may request the school principal to set up a convenient time for such a review. If your child is enrolled in a special education program, you should contact the Director of Exceptional Student Services to arrange such a review. The district will comply with your request as soon as possible.

If, when reviewing the records, you feel that the information on your child is inaccurate, misleading or otherwise in violation of the privacy rights of your child, you may request the deletion or modification of the records or enter into the records your own statements of clarification or explanation.

Upon reaching the age of 18, a student has all of the legal rights and responsibilities previously given to a parent or legal guardian. Parents who claim a student 18 years or older as a dependent may still have access to all records. To request records, the student may release their records to an authorized representative in the form of a notarized written statement.

Request for Student Records

Student records may be released to authorized district personnel or another school that the student wishes to attend.

- If the student is a minor (17 years of age or younger), the parent(s) or legal guardian must
 - provide legal documentation verifying relationship to the student, and
 - present a government-issued picture identification, and
 - submit a written request.
- If the student is an adult (18 years of age or older) they must
 - present a government-issued picture identification verifying identify, and
 - submit a written request.

If the student is an adult and unable to request records in person, the student may release their records to an authorized representative in the form of a notarized written statement.