

1           The general public shall not be allowed to inspect a student's personal  
2 record files. The custodian of student records shall disclose the student's edu-  
3 cational records only as provided for in policy.

4           Directory Information

5           Annual notice shall be given to parents and eligible students concerning  
6 student records. In addition, the custodian of the educational records shall give  
7 annual public notice of the class of records the district has designated as direc-  
8 tory information. The appropriate forms for these notices shall be on file in  
9 the office of the custodian of the educational records.

10           The custodian of records may make directory information available with-  
11 out parental or eligible student's consent if public notice of the categories of  
12 information designated as directory information has been given and the parents  
13 or eligible students have had the right to object to the release of the informa-  
14 tion without their consent. The custodian of records shall make student recruit-  
15 ing information (name, address, and telephone listing) available to military re-  
16 cruiters and postsecondary institutions unless parents or eligible students re-  
17 quest the information not be released without written consent.

18           The custodian may disclose students' education records to the following  
19 persons without the prior consent of the parents **or the student if age 18 or**  
20 **older:**

- 21 • School officials within the district who have legitimate educational inter-  
22 ests;
- 23 • Officials of other schools or school systems in which the student intends to  
24 enroll. The school district shall forward student records to such institu-

- 1 • tions without further notice to the parents or eligible student;
- 2 • Authorized persons to whom a student has applied for or from whom a stu-
- 3 dent has received financial aid;
- 4 • State and local officials or authorities to whom such information is specifi-
- 5 cally required to be reported or disclosed pursuant to state statutes;
- 6 • Organizations conducting studies for educational agencies for the purpose of
- 7 developing, validating or administering student tests or programs;
- 8 • Accrediting organizations;
- 9 • Parents of a student ~~age 18 years of age~~ or older if parents claim the student
- 10 as a dependent for income tax purposes;
- 11 • Appropriate persons if knowledge of any information is necessary to protect
- 12 the health or safety of the student or other persons in an emergency; or
- 13 • In compliance with a lawfully issued subpoena or judicial order.

14 For the purposes of this policy, school official means teacher, adminis-  
15 trator, other certified employee or board of education. Legitimate educational  
16 interest means the school official must participate in discussions involving an  
17 identifiable student leading to educational intervention, disciplinary action,  
18 discussions of eligibility for athletics or other activities, or honors or awards  
19 involving a student.

20 Medical records from a third party may not be released with the excep-  
21 tion of immunization records.

22 Personally identifiable information contained in personal school records  
23 shall not be furnished to any person other than those listed herein except under  
24 the following conditions: when there is written instruction from

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25 the student's parents, or the eligible student specifying the records, the rea-

1 sons and the person(s) to whom the release is to be made, with a copy of the re-  
2 cords to be released made available to the student, parents when requested; or  
3 when information is requested in compliance with a judicial order, or pursuant  
4 to any lawfully issued subpoena.

5         Nothing contained in this policy shall preclude authorized representa-  
6 tives of the Comptroller General of the United States, an educational agency or  
7 state authorities from having access to student or other records which may be  
8 necessary in connection with the audit and evaluation of federally supported  
9 education programs or the enforcement of the federal legal requirements which  
10 relate to these programs, provided that, except as the collection of personally  
11 identifiable data is specifically authorized by federal law, the data collection  
12 by such officials with respect to individual students shall not include informa-  
13 tion (including social security numbers) which would permit the personal iden-  
14 tification of students or their parents on the data collected and provided.

15         All persons, agencies or organizations desiring access to the records of a  
16 student shall be required to sign a form indicating specifically the legitimate  
17 educational or other interest of each person, agency or organization has in  
18 seeking this information. This form shall be kept permanently with the student's  
19 file, but only for inspection by the parents, the student or a school offi-  
20 cial responsible for record maintenance. Such forms shall be available to par-  
21 ents and to the school official responsible for record maintenance as a means of  
22 auditing the system's operation.

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23         Personal information shall be transferred to a third party only on the  
24 condition that such party shall not permit any other party to have access to

1 such information without the written consent on the student's parents or the  
2 student if age 18 or older. The board and staff shall protect the rights of pri-  
3 vacy of students and their families in connection with any surveys or data-  
4 gathering activities conducted, assisted or authorized by the board or admini-  
5 stration. Rules established under this policy shall include provisions control-  
6 ling the use, dissemination and protection of such data.

7 Forwarding Student Records

8 Administrators shall forward student's school records according to provi-  
9 sions in this policy and may not withhold them from authorized parties for any  
10 reason.

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