

The general public does not have the right to inspect a student's personal record files.

The custodian of records may make certain directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given. After such public notice has been given, the parents have the right to object to the release of the information without their consent. Directory information includes the following information about the student: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

The custodian may disclose student's education records to the following persons without the prior consent of the parents:

Other school officials, including teachers within the district who have legitimate educational interests;

Officials of other schools or school systems in which the student intends to enroll upon the condition that the student's parents will be notified of the transfer, receive a copy of the record if desired and have an opportunity for a hearing to challenge the content of the record;

Authorized persons to whom a student has applied for or from whom a student has received financial aid;

State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statute;

Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;

Accrediting organizations;

Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes; and

Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency.

Permission for access will be granted to a third party if the student or his/her parent/guardian request it. Any such request must be in writing to the official custodian of the student's record file.

No personally identifiable information contained in personal school records shall be furnished to any person other than those listed herein and only under the following conditions: when there is written instruction from the student's parents or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, with a copy of the records to be released to the student and/or parents if so desired; or when such information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and the student are notified of all such orders or subpoenas in advance of the compliance.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to such programs, provided that, except as the collection of personally identifiable data is specifically authorized by federal law, the data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of such students or their parents after the data so obtained has been collected.

With respect to the above, all persons, agencies or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with

the file of the student, but only for inspection by the parents/guardian, student or a school official and his/her assistants responsible for record maintenance, indicating specifically the legitimate educational or other interest each person, agency or organization has in seeking this information. Such forms shall be available to parents and to the school official and his/her assistants responsible for record maintenance as a means of auditing the operation of the system.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the parents of the student or the student if age 18 or older.

The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

**APPROVED: October 21, 1974**

**AMENDED: January 14, 1991**

**AMENDED: January 14, 2002**

**REVIEWED: April 10, 2012**

**REVIEWED AND APPROVED: January 14, 2013**