

Series 500 – Student Personnel

Board of Directors recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. Student records shall be maintained by the board secretary and housed in the central administration office.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents/guardians or eligible student shall be notified. If the parents/guardians or eligible student request that the special education records be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents/guardians or eligible students of the reasons for which they may want the records maintained. In the absence of a parent/guardian or an eligible student's request to destroy the records, the school district must maintain the records for at least five years.

It shall be the responsibility of the superintendent or designee to inform the employees about parents'/guardians' and eligible students' rights under this policy. An eligible student is a student who has reached eighteen years of age or is attending an institution of post secondary education. Employees shall also be informed about procedures for carrying out this policy.

It shall be the responsibility of the superintendent or designee to annually notify parents/guardians and eligible students of their rights to view the student's records. As needed, the notice shall be given in a parents'/guardians' or eligible student's native language.

The superintendent or designee shall identify those individuals and their positions who are authorized to view student's records without the permission of the parents/guardians or the eligible student.

PARENT/GUARDIAN AND ELIGIBLE STUDENT ACCESS

Parents/guardians and eligible students shall have access to the student's records during the regular business hours of the school district. Parents/guardians of an eligible student shall be provided access to the student records only with the written permission of the eligible student. Parents/guardians of an eligible student, who is defined by the Internal Revenue Code as a dependent student, may be provided access without the written permission of the eligible student. Individuals other than those authorized by the superintendent or designee must have written permission of the parents/guardians or eligible student in order to access the student records.

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A representative of the parents/guardians or eligible student, who has received written permission from the parents/guardians or eligible student, may inspect and review a special education student's student records.

Parents/guardians, other than parents/guardians of an eligible student, may only be denied access to a student's records with a court order or when the district has been advised under the appropriate laws that the parents/guardians may not access the student records.

Parents/guardians and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents/guardians, an eligible student, or an authorized representative shall have the right to access the student's records prior to an Individual Education Program (IEP) meeting or hearing.

Upon the request of parents/guardians or an eligible student, the school district shall provide an explanation and interpretation of the student record and a list of the types and locations of student records collected, maintained or used.

DISSEMINATION

Student records may be disclosed in limited circumstances without parent/guardian or eligible student written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents/guardians or the eligible student. This disclosure may be made available to the following individuals or under the following circumstances:

- to juvenile justice agencies, as per 502.13;
- to school officials within the school district whom the superintendent has determined have a legitimate educational interest;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents/guardians the student records are being sent and the parents/guardians have an opportunity to receive a copy of the records and challenge the contents of the records;
- to the U.S. Comptroller General, the U.S. Secretary of Education, or state and local educational authorities;
- in connection with a student's application for, or receipt of; financial aid for educational purposes, if the information is necessary to receive the financial aid;

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- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents/guardians of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena; or
- in connection with a health or safety emergency.

The superintendent or designee shall keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the list must be available for public inspection and updated annually.

The superintendent or designee shall also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given, and their legitimate educational interest or purpose for which they were authorized to view the records. This list for a student record may be accessed by the parents/guardians, the eligible student and the custodian of student records.

Copies of student records will only be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

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Legal Ref.: 20 U.S.C. § 1232 g, 1415.
 34 C.F.R. Pt. 99, 300.560 - .574 (1990).
 Iowa Code §§ 22; 622.10.
 281 I.A.C. 12.3 (6), 41.20
 1980 Op. Att'y Gen. 720, 825.

Cross Ref.: Board Policy
 502.12 Cooperation with Juvenile Justice Agencies
 502.12F Juvenile Justice Agency Information Sharing Agreement

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