

Series 500 – Student Personnel

Policy Title: RIGHT TO CHALLENGE OR AMEND STUDENT RECORDS

Policy Code No. 505.3

If the parents/guardians or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents/guardians or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment shall be made to the student record, the school district shall make the amendment and inform the parents/guardians or the eligible student of the decision in writing.

If the school district refuses to amend the student record, it shall inform the parents/guardians or the eligible student of their right to a hearing before the school district. A parent/guardian or eligible student wishing to challenge the contents of the student's school record shall make written application to the building principal. Within ten (10) days or at a time mutually agreed to, an informal hearing shall be held to determine the validity of the challenge. The hearing panel shall consist of certified guidance personnel, teachers and administrators. A written decision shall be rendered as soon as possible and included in the record, but in no case more than five (5) school days after the hearing. The panel may wish to hear third persons with relevant information including representatives of appropriate professional disciplines. Should the parent/guardian or eligible student be dissatisfied with the decision of the panel, the parent/guardian or eligible student may within ten (10) days, request a review by the superintendent.

If the school district determines that amendment of the student record is not appropriate, it shall inform the parents or the eligible student of their rights to a hearing before the hearing officer provided by the school district. If the parents'/guardians' or the eligible student's request to amend the student record is further denied, the parents/guardians or the eligible student shall have the opportunity to place an explanatory letter in the student record commenting on the school district's decision and setting forth the reasoning for disagreeing with the school district. Additions to the student's records shall become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents/guardians shall also be disclosed.

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Legal Ref.:

Cross Ref.: