

1 **3600 STUDENTS**

2 Student Records

3 School student records are confidential, and information from them shall not be released other than as
4 provided by law. State and Federal law grant students and parent(s)/guardian(s) certain rights, including
5 the right to inspect, copy, and challenge their or their child’s school records.

6 The information contained in school student records shall be kept current, accurate, clear and relevant.
7 All information maintained concerning a student receiving special education services shall be directly
8 related to the provision of services to that child.

9 The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have
10 the right to object to the release of information regarding their child. Military recruiters and institutions
11 of higher education may request and receive the names, addresses, and telephone numbers of all high
12 school students, unless the parent(s) notifies the school not to release this information.

13 The school district may disclose, without consent, personally identifiable information from an education
14 record of a pupil to the youth court and law enforcement authorities pertaining to violations of the
15 Montana Youth Court Act or criminal laws by the pupil. The youth court or law enforcement authorities
16 receiving the information shall certify in writing to the school district that the information will not be
17 disclosed to any other party except as provided under state law without the prior consent of the parent
18 or guardian of the pupil.

19 The Superintendent shall implement this policy and State and federal law with administrative procedures.
20 The Superintendent or designee shall inform staff members of this policy, and shall inform students and
21 their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

22 Each student’s permanent file, as defined by the Board of Public Education, must be permanently kept in
23 a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

24 Reference:
25 Policy 2131- Student and Family Privacy Rights

26 Legal Reference:
27 Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99
28 § 20-1-212, MCA Destruction of records by school officer.
29 § 20-5-201, MCA Duties and sanctions
30 § 41-5-215, MCA Youth court & department records - notification of school
31 § 40-4-225, MCA Access to records parents
32 10.55.909, ARM Student Records
33 No Child Left Behind Act of 2001, P.L. 107-334

34 Policy History:
35 Adopted on: July 1, 2000
36 Revised on: February 14, 2005
37 Revised on: November 23, 2015