

1 **3600F STUDENTS**

2 Student Records

3 Notification to Parents and Students of Rights Concerning a Student’s School Records

4 This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

5 The District maintains two (2) sets of school records for each student a permanent record and a cumulative
6 record.

7 **The permanent record shall include:**

- 8 • Basic identifying information
- 9 • Academic transcripts
- 10 • Level of achievement (grades, standardized achievement tests)
- 11 • Immunization records (per §20-5-506, MCA)
- 12 • Attendance record
- 13 • Record of any disciplinary action taken against the student, which is educationally related

14 **The cumulative record shall include:**

- 15 • Intelligence and aptitude scores
- 16 • Psychological reports
- 17 • Disciplinary information
- 18 • Participation in extracurricular activities
- 19 • Honors and awards
- 20 • Teacher anecdotal records
- 21 • Verified reports or information from non-educational persons
- 22 • Verified information of clear relevance to the student’s education
- 23 • Information pertaining to the release of this record

24 The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over
25 eighteen (18) years of age (“eligible students” as defined by FERPA) certain rights with respect to the
26 student’s education records. They are:

- 27 1. The right to inspect and copy the student’s education records within a reasonable time of the day
28 the District receives a request for access.

29 “Eligible” students, who are eighteen (18) years of age or older, have the right to inspect and copy
30 their permanent record. Parents/guardians or “eligible” students should submit to the school

1 principal (or appropriate school official) a written request identifying the record(s) they wish to
2 inspect. The principal will make, within forty-five (45) days, arrangements for access and notify
3 the parent(s)/guardian(s) or eligible student of the time and place the records may be inspected.
4 The District charges a nominal fee for copying, but no one will be denied their right to copies of
5 their records for inability to pay this cost.

6 The rights contained in this section are denied to any person against whom an order of protection
7 has been entered concerning a student.

- 8 2. The right to request amendment of the student's education records which the
9 parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or
10 improper.

11 Parents/guardians or eligible students may ask the District to amend a record they believe is
12 inaccurate, misleading, irrelevant, or improper. They should write the school principal or records
13 custodian, clearly identifying the part of the record they want changed, and specify the reason.

14 If the District decides not to amend the record as requested by the parent(s)/guardian(s) or
15 eligible student, the District shall notify the parent(s)/guardian(s) or eligible student of the
16 decision and advise him or her of their right to a hearing regarding the request for amendment.
17 Additional information regarding the hearing procedures shall be provided to the
18 parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

- 19 3. The right to permit disclosure of personally identifiable information contained in the student's
20 education records, except to the extent that FERPA or state law authorizes disclosure without
21 consent.

22 Disclosure is permitted without consent to school officials with legitimate educational or
23 administrative interests. A school official is a person employed by the District as an administrator,
24 supervisor, instructor, or support staff member (including health or medical staff and law
25 enforcement unit personnel); a person serving on the Board; a person or company with whom
26 the District has contracted to perform a special task (such as an attorney, auditor, medical
27 consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee,
28 such as a disciplinary or grievance committee, or assisting another school official in performing
29 his or her tasks.

30 A school official has a legitimate educational interest if the official needs to review an education
31 record in order to fulfill his or her professional responsibility.

32 Upon request, the District discloses education records without consent to officials of another
33 school district in which a student has enrolled or intends to enroll, as well as to any person as
34 specifically required by state or federal law. Before information is released to individuals
35 described in this paragraph, the parent(s)/guardian(s) shall receive written notice of the nature
36 and substance of the information and an opportunity to inspect, copy, and challenge such records.
37 The right to challenge school student records does not apply to: (1) academic grades of their child,
38 and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time
39 the student's school student records are forwarded to another school to which the student is
40 transferring.

1 Disclosure is also permitted without consent to: any person for research, statistical reporting or
 2 planning, provided that no student or parent(s)/guardian(s) can be identified; any person named
 3 in a court order; and appropriate persons if the knowledge of such information is necessary to
 4 protect the health or safety of the student or other persons.

- 5 4. The right to a copy of any school student record proposed to be destroyed or deleted.
 6 5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

7 Throughout the school year, the District may release directory information regarding students,
 8 limited to:

- 9 • Student's Name
 10 • Address
 11 • Telephone listing
 12 • Electronic mail address
 13 • Photograph (including electronic version)
 14 • Date and place of birth
 15 • Dates of attendance
 16 • Grade level
 17 • Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
 18 • Academic awards, degrees, and honors
 19 • Participation in officially recognized activities and sports
 20 • Weight and height of members of athletic teams
 21 • Degrees
 22 • Major field of study
 23 • Most recent educational agency or institution attended

24 Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above
 25 information by delivering a written objection to the building principal within thirty 10 days of the
 26 date of this notice. No directory information shall be released within this time period, unless the
 27 parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student
 28 transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-
 29 out, unless the parent or student rescinds the decision.

30 A parent or student 18 years of age or an emancipated student, may not opt out of directory
 31 information to prevent the district from disclosing or requiring a student to disclose their name
 32 [identifier, institutional email address in a class in which the student is enrolled] or from requiring

1 a student to disclose a student ID card or badge that exhibits information that has been properly
2 designated directory information by the district in this policy.

3 6. The right to request that information not be released to military recruiters and/or institutions of
4 higher education.

5 Pursuant to federal law, the District is required to release the names, addresses, and telephone
6 numbers of all high school students to military recruiters and institutions of higher education
7 upon request.

8 Parent(s)/guardian(s) or eligible students may request that the District not release this
9 information, and the District shall comply with the request.

10 7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by
11 the District to comply with the requirements of FERPA.

12 The name and address of the office that administers FERPA is:
13 Family Policy Compliance Office
14 U.S. Department of Education
15 400 Maryland Avenue, SW
16 Washington, DC 20202-4605

17 Policy History

18 Adopted on: July 1, 2000

19 Revised on: February 14, 2005 Revised on: November 12, 2012