

1 Great Falls School District

2
3 **STUDENTS**

3600

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5 Student Records

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

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

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

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

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

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

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37 Cross Reference:

38 Policy 2131 Student and Family Privacy Rights

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40 Legal Reference:

41 Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99
42 § 20-1-212, MCA Destruction of records by school officer.

43 § 20-5-201, MCA Duties and sanctions

44 § 41-5-215, MCA Youth court & department records - notification of school

45 § 40-4-225, MCA Access to records parents

46 § 52-2-211, MCA County or Regional Interdisciplinary Child Information and School Safety

- 1 Team
- 2 10.55.909, ARM Student Records
- 3 No Child Left Behind Act of 2001, P.L. 107-334
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5 Policy History:

- 6 Adopted on: July 1, 2000
- 7 Revised on: February 14, 2005
- 8 Revised on: November 23, 2015
- 9 Reviewed on: October 31, 2022