

POLICY ON THE COLLECTION AND MAINTENANCE OF EDUCATION FILES F6

It is the policy of the school district:

1. To inform, at least annually, parents and eligible students of their rights under this policy and regulations which implement the Family Educational Rights and Privacy Act (FERPA), as described in the procedural rules.
2. To respond promptly to parents and eligible students to reasonable requests to review, inspect, and request correction of education records, pursuant to the procedural rules.
3. Not to disclose personally identifiable information from a student's education record without written parental or eligible student consent, except as allowed by law.
4. To disclose designated directory information (as defined in procedures) concerning students and former students without the prior consent of the parent or eligible student and without any record of such disclosure, pursuant to the procedural rules.
5. To maintain a record of all disclosures of part(s) of education records as and to the extent required by law. Parents and eligible students may inspect and review that record.
6. To forward a student's educational record to any other school in which the pupil enrolls, transfers, or attends, on a part or full-time basis, upon request by the other school or the parent or eligible student.
7. To disclose personally identifiable information to school officials with legitimate educational interests (as defined in procedures) without prior consent of the parents or eligible student.
8. To protect the confidentiality of personally identifiable information in education records at the collection, storage, disclosure and destruction stages, and to keep education records in safe and secure locations.
9. Not to provide parents or eligible students copies of standardized test questions or answers and/or copies of copyrighted materials, which contain personally identifiable information, in order to protect test integrity and to avoid copyright infringement. Where necessary and appropriate, copies of such materials may be provided to qualified evaluators working on behalf of the parents and/or students.

Date Warned: 8/3/01

Date Adopted: 8/17/01

Legal Reference(s): Federal Family Rights and Privacy Act of 1974 (P.L. 93-380)
34 C.F.R. Part 99.6, 99.34, 99.37