

5350

Student Records

Policy

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I. Student Records

- A. All student record information, including the cumulative record card and folder information which are kept on a semi-permanent or permanent basis shall be shared upon request of the student or parent-guardian. However, records which relate to medical or psychiatric treatment need not be disclosed.
- B. Semi-permanent and permanent data are defined as collected information and written comments which are intended to be kept beyond the school year in which they are written.
- C. Records of instructional personnel which are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute teacher, and are destroyed at the end of the school year, shall not be deemed to be government data.
- D. Parental approval is required before showing cumulative record data and information to students who are not yet 15 years of age. Student approval is required before showing or interpreting to parents the cumulative record information for sons and daughters who are 18 years of age or older.
- E. A parent who has been found unfit and has had his/her parental rights terminated by an order of an appropriate court, a certified copy of which order has been furnished to the principal and/or appropriate school authorities of the school in which the student in question is enrolled, shall not have access to information concerning his/her child.
- F. No distinction regarding access to information shall be drawn between a parent having custody of the student in question and a parent not having custody of the student in question.
- G. A guardian ad litem appointed by a Court pursuant to Minnesota Statutes § 260.155, subd.4 “to protect the interests of the minor” should have access to the same school information as would be available to a parent.
- H. Parents of the school district should be kept informed of their rights through school publications to

1. Inspect and review student record information,
2. Challenge the content and accuracy of student record information, and
3. Request the correction or deletion of inaccurate or misleading data.

II. School Personnel

Cumulative record information will be available to certified personnel of the Minneapolis Public Schools as it relates to their professional responsibilities. Other school personnel may review the records with the specific approval of the school principal and/or appropriate school authorities.

III. Other Persons

- A. Under judicial order or subpoena for production of information, student records must be released but parents and students will be notified prior to release.
- B. Persons doing research may have access to and use cumulative record card information if specific approval is granted by the Superintendent of Schools or his designee and if individual students are not identified in reported data.
- C. A form will be maintained in each student's cumulative folder which will be used to record information concerning those persons and agencies desiring and being granted access to an individual student's record. The form, which will be available for inspection by parent or student, shall show the reason for the use of the record and the signature of the individual reviewing the record.
- D. When a request is received from another school district or post-high educational institution to which the student in question has transferred, applied for admission, or enrolled, cumulative record information may be released to that district or institution, provided that the parent or student is notified that the record is being sent. Similarly, information may be sent to any institution or association to which the student is applying for financial aid.
- E. Except as otherwise provided herein, no cumulative record information about any current student or any former student will be released except under the following circumstances:
 1. If the student in questions is not yet 15 years of age, upon the written consent of one of the parents or guardian.

2. If the student is 15 to 17 years of age, upon the written consent of the student or one of the parents or guardian.
3. If the student or former student is 18 years of age or older, upon the written consent of the student.
4. The written consent shall indicate to whom disclosure of information may be made.

IV. Definitions.

“Student” includes a person currently or formerly enrolled or registered, and applicants for enrollment or registration at a public educational agency or institution.

V. List of Parents and Pupils

A. Lists of names and addresses of parents and pupils in the school district generally or at any particular school shall not be released. The only information which can be released to the public, community groups or government agencies is confined to that information which the Minneapolis Public Schools have designated as “directory information” as follows:

1. Name, height and weight of individual members of athletic teams.
2. Name of recipient and the name of the award or scholarship.
3. Names of participants in officially recognized school activities.

B. All other data collected regarding individuals is Private Data.

Legal References:

Minn. Stat. Chapter 13
Minnesota Rules Chapter 1205
20 USC §1232g
45 CFR, Part 99

Cross References:

MPS Policy 1040 (Data Practices Compliance)
MPS Policy 1150 (Media Relations)