

5350 A

Student Records

Regulation

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I. Parental-Student Request to See Records

- A. The principal or designee (certificated member of staff) will respond to all student/parent requests for data and arrange for the acceptance of the individual's request and personal identification data in writing. Following verification of the individual's identity and eligibility to see the records, the principal or designee will make an appointment to meet with the individual, and the principal or designee will:
1. Inform the student or parent if the data they requested is subject to disclosure.
 2. Inform the student or parent of the content and meaning of the recorded data and show the data to them if they so request.
 3. Delete and/or correct inaccurate and incomplete data and attempt to notify past recipients of inappropriate data (within 30 days). Correspondence involved in the correction would constitute a record of the correction. This correspondence will be attached to the record being corrected.
 4. Required parental approval before showing or interpreting cumulative information to students who are not yet 15 years of age.
 5. Required student approval before showing or interpreting cumulative record information to parents about their children who are 18 years or older.
- B. The principal or designee should also inform parents of their rights to review their child's records at least once each school year.

II. School Personnel's Use of Cumulative Record

Certificated personnel and other school personnel approved by the school principal may review cumulative record information for specific legitimate educational reasons. Only the actual cumulative record information is to be reviewed by school personnel; no copies are to be made. Maintaining confidentiality shall be a requisite of use by all personnel.

III. Other Person's Requests to See Student Records

A. Judicial Order of Subpoena.

The principal or designee will furnish a student's school records to the proper authorities in compliance with judicial order or pursuant to any lawfully issued subpoena following notification of the parents and student. In advance of compliance with court order of subpoena, the principal or designee will send a certified letter to the parents and student informing them of the request for the records and the date the records will be released. If the subpoena must be

responded to immediately, school personnel should make every effort to reach the parent or student by phone or in person.

B. Other Educational Institutions and Financial Aid Organizations

1. The principal or designee will release a copy of a student's record
 - a. to other school systems at the time a student transfers;
 - b. to the post high educational institutions at the time a student applies for acceptance; and
 - c. to financial aid institutions, organizations and associations at the time a student applies for assistance.
2. Advance written permission need not be requested; however, the principal or designee will send to the student who is 15 years of age or older or to the parent a Notification Form at the time the transcript is being sent. This form will inform the student or parent where the transcript has been sent and the reason for its release. Students or parents may also request that a copy of the released record be sent to them.

C. Employer and Third Party Request for Release of Information.

1. The principal or appropriate school official will release student record information to employers and other third parties only with the written consent of parents or students 15 years of age or older.
2. Following a request for information from a third party, the principal or appropriate school official will:
 - a. Require that the third party complete a written request for the student's records which includes
 - (1) what records are requested for release;
 - (2) the name of the person, agency, or organization to whom the records will be released;
 - (3) the specific reason for requesting the information; and
 - (4) a signed agreement by the individual requesting the information not to release it to any other third party without the parent's or student's prior written approval.
 - b. Inform the parent or student of the request and have them sign a written permission slip to release the requested information.
 - c. Release the information only when written permission is provided.
 - d. File in the student's folder the form or forms requesting and approving the release of student information.

D. Third Party Request for Review of Information.

The principal or appropriate school official will maintain a form in each student's cumulative record folder which will be used to record information concerning those third persons and agencies desiring and being granted access to an individual student's record. This form will be available for inspection by parent

or student and shall indicate the reason for the use of the record, the signature and title of the individual reviewing the record, and the name of the person who authorized release.

IV. More specific guidelines for sharing of information taken from school cumulative records are included in the Cumulative Record Handbook and Guidelines for Maintaining School Social Work Records.

Cross References:

MPS Policy 5350 (Student Records)

MPS Policy 1040 (Data Practices Compliance)