

## STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) of legal guardian(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with Ohio law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file will be available to parents, guardians, or the student (if he/she is over eighteen (18) years of age). This request must be in writing and will be granted within seven (7) calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age eighteen (18) or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District will provide notice to parent(s)/guardian(s) and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information; and,
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent's or eligible student's request;

3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant federal law, specifically the Federal Educational Rights and Privacy Act (FERPA); and,
4. the right to acquire information concerning the procedure which the parent/guardian or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.  
\*(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information,"

1. student's name;
2. student's address;
3. student's telephone number(s)/email address, with the exception of unlisted telephone numbers;
4. student's date and place of birth
5. student's participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. student's major field of study
9. student's dates of attendance ("from and to" dates of enrollment)
10. student's date of graduation
11. student's grade level/enrollment status
12. student's photograph
13. videotape or photographs not used in a disciplinary matter

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent / eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations will set forth a procedure for annual notification to parent(s)/guardian(s) and eligible students of the District's definition of directory information.

Parent(s)/guardian(s) or eligible students will then have two (2) school weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials will have access to student education records for legitimate education purposes. The District will use the criteria set forth under administrative regulations to determine who are “school officials” and what constitute “legitimate educational interests.”

Other than requests as described above, school officials will release information from, or permit access to, a student’s education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order to subpoena or where warranted, in a health or safety emergency, etc.).

The District will maintain, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to a student’s education records and of information disclosed and access permitted.

(Adoption date: September 20, 2001; Revised May 20, 2010; Revised: August 20, 2015, Revised: December 15, 2016; Revised August 17, 2017)

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et. seq.  
Family Educational Rights and Privacy Act; 20 USC Section 1232g  
Health Insurance Portability and Accountability Act; 29 USC 1181 et. seq.  
ORC 111.41; 111.42; 111.43; 111.46; 111.47; 111.99  
149.41; 149.43  
1347.01 et seq.  
3317.031  
3319.32; 3319.321; 3319.33  
3321.12; 3321.13  
3331.13

OAC 3301-35-02(B)(4)(b); 3301-35-03(E)

CROSS REFS.: AFI, Evaluation of Educational Resources  
EHA, Data and Records Retention  
IL, Testing Programs  
JECAA, Admission of Homeless Students  
KBA, Public’s Right to Know  
KKA, Recruiters in School