

ACCESS TO STUDENT RECORDS

A student 18 years and older and/or his/her parent/guardians shall have access to the student's records and may request copies of any information in the record. Authorized school personnel shall have access to student records. No information in a student record shall be disseminated without the written consent of the student and his/her parent. A log shall be kept to record the dissemination of any information in the student record.

Those individuals wishing to view or obtain copies of student records should contact the school office and request a conference. The request will be facilitated as quickly as possible and, in no case, later than ten (10) days after the date of the request.

If a request is made to amend the child's records, that request should be submitted, in writing, to the school office. A response will be made within ten (10) days of the receipt of the request.

If any request regarding student records is denied at the school office level, those individuals have the right to request a hearing with the superintendent. If any request regarding student records is denied after a hearing is held with the superintendent, parents of students or students 18 years or older also have a right to file a complaint with the United States Department of Education or the Commissioner of Education concerning a school district's failure to comply with the statutory requirements.

Adopted