

1

1 _____ **School District**

2

3 **STUDENTS**

4 3600F1

5

page 1 of 4

6 Student Records

7

8 Notification to Parents and Students of Rights Concerning a Student’s School Records

9

10 *This notification may be distributed by any means likely to reach the parent(s)/guardian(s).*

11

12 The District will maintain two (2) sets of school records for each student: a permanent record
13 and a cumulative record. The permanent record will include:

14

15 Basic identifying information

16 Academic work completed (transcripts)

17 Level of achievement (grades, standardized achievement tests)

18 Immunization records (per § 20-5-506, MCA)

19 Attendance record

20 Record of any disciplinary action taken against the student, which is educationally related

21

22 The cumulative record may include:

23

24 Intelligence and aptitude scores

25 Psychological reports

26 Participation in extracurricular activities

27 Honors and awards

28 Teacher anecdotal records

29 Verified reports or information from non-educational persons

30 Verified information of clear relevance to the student’s education

31 Information pertaining to release of this record

32 Disciplinary information

33

34 The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students
35 over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s
36 education records. They are:

37

38 1. **The right to inspect and copy the student’s education records, within a reasonable
39 time from the day the District receives a request for access.**

40

41 “Eligible” students, who are eighteen (18) years of age or older, have the right to inspect
42 and copy their permanent record. Parents/guardians or “eligible” students should submit
43 to the school principal (or appropriate school official) a written request identifying the
44 record(s) they wish to inspect. The principal will make, within forty-five (45) days,
45 arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the
46 time and place the records may be inspected. The District charges a nominal fee for

copying, but no one will be denied their right to copies of their records for inability to pay
3600F1
page 2 of 4

1
2
3
4
5
6
7
8
9

this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

102. **The right to request amendment of the student’s education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

11
12
13
14
15
16
17
18

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

19
20
21
22
23
24

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

253. **The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

26
27
28
29
30
31
32
33
34
35
36
37
38
39

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

40
41
42

A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility.

43
44
45
46

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive

1 written notice of the nature and substance of the information and an opportunity to

2
3
4
5 inspect, copy, and challenge such records. The right to challenge school student records
6 does not apply to: (1) academic grades of their child, and (2) references to expulsions or
7 out-of-school suspensions, if the challenge is made at the time the student’s school
8 student records are forwarded to another school to which the student is transferring.

9
10 Disclosure is also permitted without consent to: any person for research, statistical
11 reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified;
12 any person named in a court order; and appropriate persons if the knowledge of such
13 information is necessary to protect the health or safety of the student or other persons.

14
154. **The right to a copy of any school student record proposed to be destroyed or
16 deleted.**

17
185. **The right to prohibit the release of directory information concerning the parent’s/
19 guardian’s child.**

20
21 Throughout the school year, the District may release directory information regarding
22 students, limited to:

- 23
- 24 Student’s name
- 25 Address
- 26 Telephone listing
- 27 Electronic mail address
- 28 Photograph (including electronic version)
- 29 Date and place of birth
- 30 Major field of study
- 31 Dates of attendance
- 32 Grade level
- 33 Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- 34 Participation in officially recognized activities and sports
- 35 Weight and height of members of athletic teams
- 36 Degrees
- 37 Honors and awards received
- 38 Most recent educational agency or institution attended

39
40 *Any parent(s)/guardian(s) or eligible student may prohibit the release of all of the above*
41 *information by delivering written objection to the building principal within ten (10) days*
42 *of the date of this notice. No directory information will be released within this time*
43 *period, unless the parent(s)/guardian(s) or eligible student are specifically informed*
44 *otherwise. When a student transfers, leaves the District, or graduates, the school must*
45 *continue to honor a decision to opt-out, unless the parent or student rescinds the*
46 *decision.*

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

The right to request that information not be released to military recruiters and/or institutions of higher education.

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605