

## SCHOLAR RECORDS

The school district desires to comply with the requirements of the Family Educational Rights and Privacy Act of 1974 which guarantees to parents and scholar

under the Act for educational purposes.

Access by other persons will be granted only through written permission from the parent or guardian or in response to a lawfully issued subpoena. A record of each time a person accesses a scholar ¶ V H G X F D W L R Q D O U H F R U G Z L O O D O V I the permanent records of the scholar.

Parents have a right to inspect the education records of their children, within a reasonable period of time after a request is made, but not longer than forty-five (45) days shall elapse between the request and the inspection. A parent will be provided an opportunity to challenge the contents of the education records in a conference with the principal. If no resolution results from the conference, a parent may request a hearing before an administrative employee and prepare a written statement for inclusion in the record of their children.

3 ' L U H F W R U \ L Q I R U P D W L R Q ' R o d a s D n a y b e r e l e a s e d W L Q J W R published from time to time without the specific consent of parents or legal guardian. If a parent does not wish to have certain directory information relating to a child made public, then the parent will be allowed an opportunity to have the information deleted from the school publication intended.

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- Cumulative folder
- Permanent record
- Grade reports School register
- Attendance data
- Discipline records
- Personal interest surveys
- Special education reports
- Other similar records

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preservation of the inactive records shall be the duty of the superintendent of this school district who shall maintain a central depository of the records.

#### CUMULATIVE FOLDERS

The cumulative folders provided for above shall be kept in the school wherein the pupils are in attendance. Both the permanent records and the cumulative folders

require each school district to report, within a certain period of time after an expulsion, as established by the department, information such as the following:

- a. the name of the scholar expelled;
- b. the date the scholar was expelled;
- c. the age of the scholar at the time of expulsion;
- d. the school from which the scholar was expelled;
- e. the reason for the expulsion, including a detailed description of the scholar's act or acts;
- f. the duration of the period of expulsion, if not indefinite; and
- g. any other information that the department deems necessary for school officials in a public or private school, where a scholar is seeking enrollment, to determine whether or not a scholar should be denied enrollment based upon a previous expulsion.

The superintendent of this school district shall have the authority, with the approval

Accountability Standard 8; Family Educational and Privacy Act  
(FERPA)

45 CFR. Part 99, 45 CFR Part 121A

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