



2.50.021-AD Education Records Management

I. Student Education Records

- (1) Student education records are those records that are directly related to a student and maintained by the district. The following are not considered "student records":
 - (a) Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
 - (b) Records of the law enforcement unit of the district subject to the provisions of Oregon Administrative Rule (OAR) 581-021-0225;
 - (c) Records relating to an individual who is employed by the district that are made and maintained in the normal course of business, that relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the district who is employed as a result of his/her status as a student are education records and are not excepted under this section;
 - (d) Records relating to a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
 - (A) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional paraprofessional acting in his/her professional capacity;
 - (B) Made, maintained or used only in connection with treatment of the student; and
 - (C) Disclosed only to individuals providing the treatment. For purposes of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the district.
 - (e) Records that only contain information relating to activities in which an individual engaged after he/she is no longer a student at the district;

- (f) Medical or nursing records which are made or maintained separately and solely by a licensed health care professional and which are not used for education purposes or planning
- (2) In addition to the protection and procedures included in this administrative directive and the accompanying policy, students with disabilities and their parents have additional rights under federal and state law with regard to student education records. Those rights and procedures have been included in the Special Education Manual located on the district website.
- (3) The district shall keep and maintain a permanent record on each student which includes the
- (a) Name and address of the educational agency or institution;
 - (b) Full legal name of the student;
 - (c) Student birth date and place of birth;
 - (d) Name of parent(s) and/or guardians(s);
 - (e) Date of entry in school;
 - (f) Name of school previously attended;
 - (g) Courses of study and marks received;
 - (h) Data documenting a student's progress toward the Certificate Initial Mastery (CIM) and Certificate of Advanced Mastery (CAM), including, where appropriate, dates of achievement of CIM and CAM;
 - (i) Credits earned;
 - (j) Attendance;
 - (k) Date of withdrawal from school; and
 - (l) Such additional information as the district may prescribe.
- (4) The district may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

- (5) The district shall retain permanent records in a minimum one-hour fire-safe place in the district, or keep a duplicate copy of the permanent records in a safe depository in another district location.

II. Rights of Parents and Eligible Students

- (1) The district shall annually notify parents and eligible students through the student registration form or any other means that are reasonably likely to inform the parents or eligible students of their rights. This notification shall state that the parent(s) or eligible student has a right to:
 - (a) Inspect and review the student's education records;
 - (b) Request the amendment of the student's education records to ensure that they are not in accurate, misleading or otherwise in violation of the student's privacy or other rights;
 - (c) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
 - (d) Pursuant to OAR 581-021-0410, file with the United States Department of Education a complaint under 34 CFR Section 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
 - (e) Obtain a copy of the district policy with regard to student educating records.
- (2) The notification shall also inform parents or eligible students that the district forwards education records requested under OAR 581-021-0250(1)(m) and (p) within 10 days of receiving the request. The notification shall also indicate where copies of the district policy are located and how copies may be obtained.
- (3) If the eligible student or the student's parent(s) has a primary or home language other than English, the district shall provide effective notice.
- (4) These rights shall be given to either parent unless the district has been provided with specific written evidence that there is a court order, state statute or legally binding document relating to such

matters as divorce, separation or custody that specifically revokes these rights.

- (5) When a student becomes an eligible student, which is defined as a student who has reached 18 years of age or is attending only an institution of postsecondary education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student.

III. Parent's or Eligible Student's Right to Inspect and Review Records

- (1) The district shall permit an eligible student or student's parent(s) or a representative of a parent or eligible student, if authorized in writing by the eligible student or student's parent(s), to inspect and review the education records of the student unless the education records of a student contain information on more than one student. In that case, the eligible student or student's parent(s) may inspect, review or be informed of only the specific information about the student.
- (2) The district shall comply with a request for access to a student's education record within a reasonable period of time, but in no case more than 45 days after it has received the request.
- (3) The district shall respond to reasonable requests for explanations and interpretations of the student's education report.
- (4) The district shall not destroy any education record if there is an outstanding request to inspect and review the education record.
- (5) While the district is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in OAR 581-021-0220 (6)(b)(D), the eligible student or student's parent(s) may, at his/her expense, have those records reviewed by a physician or other appropriate professional of his/her choice.
- (6) If an eligible student or student's parent(s) so requests, the district shall give the eligible student or student's parent(s) a copy of the student education record. The district may recover a fee for providing a copy of the record, but only for the actual costs of reproducing the record. The district shall not provide the eligible student or student's parent(s) with a copy of test protocols test

- questions and answers, other documents described in Oregon Revised Statutes (ORS) 192.501(4), unless authorized by federal law.
- (7) The copying of student records may only be done by district staff on the premises of a district facility. The district may deny a request for a copy or copies of the education record when the district believes that a legitimate cause exists for such a denial, including but not limited to, a request to copy the education record that would require the original education record to be copied off district property or copied by an individual other than district personnel.
 - (8) Fees for copies of education records may be charged unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student education records. Any such fees will be established by the superintendent to reasonably reimburse the district for actual costs of making copies of the education records. No fee will be charged to search for or retrieve the education records of a student.
 - (9) The district will maintain a list of the types and locations of education records maintained by the district and the titles and addresses of officials responsible for the records.
 - (10) All student education records will be maintained at the school building at which the student is in attendance. Special education records relating to a student with a disability may also be maintained at another location. The principal, or other administrator, or his/her designee shall be the person responsible for maintaining and releasing the education records.

IV. Records Access: Non-Custodial Parent

- (1) When the school receives a request from a non-custodial parent to see his/her child's school records or obtain information from the records, and the school does not have prior knowledge regarding the identity of the person or whether there is a court order prohibiting him/her from receiving the information, release of information should be delayed to a future date to allow the school time to complete the following arrangements. The school should inform the custodial parent:
 - (a) Of the request;

- (b) The date set for reviewing the record with the non-custodial parent;
 - (c) The fact that a parent by law has a right to review the records with the school.
- (2) Unless prohibited by court order, the school is required to release the record information to the non-custodial parent. In the event the staff has reason to believe that compliance with the request will be detrimental to the child or family member, the Director of Student Services should be contacted to seek further legal advice concerning the specific case.
- (3) The fact of the record review and the communication with the custodial parent may be noted in the student's record.

V. Records Access: Services to Children and Families (SCF)

- (1) Services to Children and Families (SCF) is entitled to access and copies of student records as follows:
- (a) Regular Program Student. When a minor is declared a ward of the court, SCF is normally appointed the "guardian" and the caseworker issues a "letter of Notification" to the school that the minor attends. This "Letter of Notification" is the school's authorization to release student records and information to an authorized representative of SCF as "guardian;"
 - (b) Special Education Student. When a minor who has been identified as eligible for special education is declared a ward of the court and SCF is appointed guardian, SCF requests that the school district serving the student appoint a "surrogate parent." The surrogate parent has the authority of the parent to authorize release of student records and information. SCF must obtain access to special education student records through the consent of the surrogate;
 - (c) SCF Investigations Before Court Action. When investigating the circumstances of a child for whom SCF has not been appointed guardian, SCF may obtain regular and special education information and records for use in court by obtaining parent or surrogate consent or, in the absence of such consent, a subpoena or an order from the court.

- (A) If a school receives a subpoena for records (subpoena duces tecum), the records are copied and the copy is sent to the court – not SCF. If a school receives a court order directing disclosure of records to SCF, the records will be copied and the copies sent to SCF.
- (B) If a subpoena is received for the testimony of a staff member, staff should phone the SCF caseworker or the Deputy District Attorney to determine if there is anything that will be helpful and to get an exact date and time for appearance in court. Testimony is to be given in court – not to the SCF caseworker or the attorney.
- (C) The principal or staff person should notify District General Counsel when a subpoena requesting staff appearance is received. The Principal may wish to seek help from the District’s General Counsel in reducing or controlling the staff time used by the appearance.
- (d) Procedure for Sending Records. In all cases, a record of the release of information is placed in the student file and the parent, guardian or surrogate is notified of the release. (There may be circumstances under which SCF will request that the parent not be notified). Refer these to the District’s General Counsel. The copy of the student records is forwarded in a sealed envelope with the following statement on school letterhead taped to the outside of the envelope:
 - “These are student records which are protected from disclosure by State and Federal law. By acceptance of the records, recipient agrees to guard them from disclosure except as specifically authorized by law. Do not make any copies of the records. Return the records to sender when no longer needed for court use.”

VI. Release of Personally Identifiable Information

- (1) Personally identifiable information shall not be released without signed and dated consent of the eligible student or student’s parent(s) except in the following cases:

- (a) The disclosure is to other school officials, including teachers, within the district who have a legitimate educational interest. As used in this section, those having a “ legitimate educational interest” means:
 - (A) A licensed staff member having the student in class, the student’s counselor or other licensed or non-licensed staff due to special referral or participating in staffing, programming or case review of a specifically named student;
 - (B) Selected personnel of agencies contracting with the district for services to students, and their families, but only if the contract specifically limits the use of records and information and requires that the confidentiality be maintained according to federal and state law pertaining to confidentiality of student education records
 - (C) School Resource Officers (SRO’s) performing specified tasks on behalf of the district including, but not limited to student safety issues that arise on school property or during the school day.
- (b) The disclosure is to officials of another school within the district;
- (c) The disclosure is to authorized representatives of:
 - (A) The Comptroller General of the United States;
 - (B) The Secretary of the United States Department of Education
 - (C) State or local educational authorities; or
 - (D) The Oregon Secretary of State’s Audit Division.
- (d) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
 - (A) Determine eligibility for aid;
 - (B) Determine the amount of aid;
 - (C) Determine the conditions for the aid; or
 - (D) Enforce the terms and condition of the aid.

- (E) As used in this section “financial aid” means any payment of funds provided to an individual that is conditioned on the individual’s attendance at an educational agency or institution.
- (e) The disclosure is to organizations conducting studies for, or on behalf of the district to:
 - (A) Develop, validate or administer predictive tests;
 - (B) Administer student aid programs; or
 - (C) Improve instruction.
 - (D) The district may disclose information under this section only if:
 - (i) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
 - (ii) The information is destroyed when no longer needed for the purposes for which the study was conducted.
 - (iii) For the purposes of this section, the term ‘organization’ includes, but is not limited to, federal, state and local agencies, and independent organizations.
- (f) The disclosure is to accrediting organizations to carry out their accrediting functions;
- (g) The disclosure is to comply with a judicial order or lawfully issued subpoena. The district may disclose information under this section only if the district makes a reasonable effort to notify the eligible student or student’s parent(s) of the order or subpoena in advance of compliance;
- (h) The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- (i) The disclosure is in connection with a health or safety emergency. The district shall disclose personally identifiable information from an education record to law enforcement, child protective services, and health care professionals, and other appropriate parties in connection with a health and safety

emergency if knowledge of the information is necessary to protect the health and safety of a student or other individuals.

(A) As used in this section, a “health or safety emergency” includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of child abuse or neglect pursuant to applicable state law.

- (j) The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
- (k) The disclosure is to officials of another school, school system, institution of post secondary education, an education service district (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term “receives services” includes, but is not limited to, an evaluation or re-evaluation for purposes of determining whether a student has a disability;
- (l) The disclosure is to the Board during an executive session pursuant to ORS 332.061.

VII. Release of Directory Information

- (1) Directory information is defined by the Family Educational Rights and Privacy Act (FERPA) as information contained within an education record of a student that would not be generally considered harmful or an invasion of privacy if disclosed. Under this Act, the District may disclose designated directory information without parental or eligible student consent.
- (2) The District has designated the following as Directory information: student name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school attended.
- (3) Before disclosure of Directory Information, the parents will be given notice of the categories of information to be released under this provision and be advised of their or the eligible student’s right to

prohibit, in writing, the release of such information until the student reaches the age of 21. Notice may be included on the Student Registration Form, the Annual Verification Form, or the Handbook on Student Responsibilities, Rights and Discipline.

VIII. Record Keeping Requirements

- (1) The district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. Exceptions to the record keeping requirements shall include the parent, eligible student, school official or his/her assistant responsible for custody of the records and parties authorized by state and federal law for auditing purposes. The district shall maintain the record with education records of the student as long as the records are maintained. For each request or disclosure the record must include
 - (a) The party or parties who have requested or received personally identifiable information from the education records; and
 - (b) The legitimate interests the parties had in requesting or obtaining the information.
- (2) The following parties may inspect the record of request for access and disclosure to a student's personally identifiable information:
 - (a) The parent(s) or eligible student;
 - (b) The school official or his/her assistants who are responsible for the custody of the records;
 - (c) Those parties authorized by state or federal law for purposes of auditing the record keeping procedures of the district.

IX. Request for Amendment of Student's Education Record

- (1) If an eligible student or student's parent(s) believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy or other rights, he/she may request in writing that the building level principal or administrator where the record is maintained to amend the record.

- (2) The administrator shall decide, after consulting with the necessary staff, whether to amend the record as requested within a reasonable time after the request to amend has been made.
- (3) The request to amend the student's education record shall become a permanent part of the student's education record.
- (4) If the administrator decides not to amend the record as requested, the eligible student or the student's parent(s) shall be informed of the decision and of his/her right to appeal the decision by requesting a hearing. The eligible student or student's parent(s) has the right to insert written comments or explanations into the student's education record regarding the disputed material.

X. Hearing Rights of Parents or Eligible Students

- (1) If the building level administrator decides not to amend the education record of a student as requested by the eligible student or the student's parent(s), the eligible student or student's parent(s) may request a hearing for the purpose of challenging information in the education record as inaccurate, misleading or in violation of the privacy or other rights of the student. The district shall appoint a hearings officer to conduct the hearing requested by the eligible student or student's parent. The hearings officer will establish a date, time and location for the hearing. The hearing will be held within 10 working days of receiving a written request for the hearing.
- (2) The parent(s) or eligible student may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney. The hearings officer shall make a determination after hearing the evidence and make its recommendation in writing within 10 working days following the close of the hearing. The findings shall be rendered in writing not more than 10 working days following the close of the hearing and submitted to all parties.
- (3) If, as a result of the hearing, the decision is that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the hearings officer shall inform the eligible student or the student's parent(s) of the right to place a statement in the record commenting on the

- contested information in the record or stating why he/she disagrees with the decision of the hearings officer. If a statement is placed in an education record, the district will ensure that the statement:
- (a) is maintained as apart of the student's records as long as the record or contested portion is maintained by the district; and
 - (b) is disclosed by the district to any party to whom the students' records or the contested portion are disclosed.
- (4) If, as a result of the hearing, the decision is that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall:
- (a) Amend the record accordingly; and
 - (b) Inform the eligible student or the student's parent(s) of the amendment in writing.

XI. Duties and Responsibilities When Requesting Education Records

- (1) The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, ESD, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education records.

XII. Duties and Responsibilities When Transferring Education Records

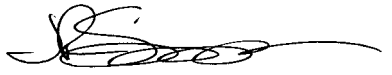
- (1) The district shall, subject to ORS 339.260, transfer originals of all requested student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. Readable copies of the following documents shall be retained:
 - (a) The student's permanent records, for one year;
 - (b) Such special education records as are necessary to document compliance with state and federal audits, for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or five years after last seen, whichever is longer.

XIII. Withholding Student Records

- (1) The District shall withhold the grade reports, diploma and records of students or former students who owe fees, fines or damages of \$50.00 or more.
- (2) The District may withhold the grade reports, diploma and records of students or former students who owe fees, fines or damages of less than \$50.00.
- (3) Refer to Administrative Directive 6.40.12-AD Instructional Materials – Student Fees and Low Income Students for procedures.
- (4) Nothing in this section is intended to prevent inspection of student education records by a parent or legal guardian. Additionally, if grade reports, diplomas, or other education records are required for placing a student at another educational institution (excluding an institution of post-secondary education), those records will be forwarded in accordance with ORS 326.575.

Policy Implemented: 2.50.020-P Education Records

History: Adpt. 6/711 Amd. 6/80; Amd. 5/84; Amd. 5/30/98; Amd. 9/01/02; Amd 5/21/03; Amd 7/14/2004

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Approved:	
	<u>7/25/2004</u>
_____ Superintendent	Date