

BOARD PROCEDURE

Descriptive Code: JR

STUDENT RECORDS

Date: July 10, 2007

Parents or guardians have a legal right to inspect the student cumulative record. When a parent requests to inspect the cumulative record, the following procedures will apply.

- I. Columbia County School Officials shall release personally identifiable records concerning students to parents or legal guardians for review.
 1. These records are available for inspection by parents or legal guardians.
 2. All requests for access will be honored within 45 days.
 3. Parents who so desire will be provided an opportunity to challenge the content of records in order to insure they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.
 4. The local school principal will be available to discuss any questions which arise upon inspection of these records.
 5. A formal hearing will be provided if these informal means are not satisfactory to the parents or educational institution.

- II. Student records shall be released only with written parental consent, with exceptions in accordance with the following:
 1. Written permission from parents is required. Students 18 years or older may sign for themselves.
 2. Other school officials and teachers having legitimate educational interests.
 3. Officials of other schools in which the student expects to enroll, upon condition that the student's parents are notified of the transfer and given an opportunity for a hearing to challenge the content of the record.
 4. Specified federal and state officials. (Form 1)
 5. In connection with the student's application for or receipt of financial aid.
 6. Persons or agencies obtaining such records are required to sign a form indicating how the records will be used and that they will not grant any other party access to the information. (**Form 2**)

- III. Destruction of data as it relates to Special Education Program shall adhere to the following:
 1. Within five years after the data is no longer needed to provide educational services for the child, all personally identifiable data; i.e., name of child, child's parents, family members, address of child, social security number or other characteristics of the child, may be destroyed as it is related to placement of the child in a special education program.
 2. Prior to destruction of data, the parents must be notified and offered the right to request a copy of any data which has been obtained.
 3. The permanent record data on the special education students will be maintained permanently as outlined in policy JR related to attendance and grades.

ADOPTED: 1/12/88, 8/7/00

REVISED: 05/06/02, 1/13/03

Columbia County Board of Education

VIEWING OF STUDENTS' PERMANENT RECORDS BY SPECIFIED STATE OR FEDERAL OFFICIALS

NAME OF SCHOOL _____

SCHOOL YEAR: _____

Name of Person Viewing Records	Agency Person is Representing	Purpose of Viewing of Students' records	Records Viewed (by grade level, name of individual record, etc.)	Date Records are Viewed	Signature of Person Viewing Records	Acknwldgmt by School (initial)

Form 2 – Policy/Procedure JR – STUDENT RECORDS

Persons or agencies obtaining student records are required to sign a form indicating how the records will be used and that they will not grant any other party access to the information. Information the Board of Education has designated 'directory information' may be disclosed upon request unless a parent objects in writing to the principal of the school where the child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook of the child's school. Directory information about former students will be disclosed upon request. The Board has designated as directory information the following:

- Student's name, address, and telephone number;
- Student's date and place of birth;
- Student's participation in official school clubs and sports;
- Weight and height of student if a member of an athletic team;
- Dates of attendance at the system's schools;
- Awards received during the time enrolled in the school system.

Information requested by:

Name of person(s)/agency - _____

Above information requested: _____

Please explain how these records will be used -

By signing below, I certify that I will not grant any other party access to these records, that the records will be destroyed in a timely fashion and in compliance with legal guidelines, and that any discrepancy to these procedures could jeopardize future requests for student information.

(SIGNATURE/DATE)

Columbia County Schools Use Only

TO: Student Information System, Technology Department

FROM: _____
Signature of Principal

Name of Columbia County School

DATE: _____

Please provide student information to this school, which will be given to the above named person/agency. I understand this school may have on file requests from parents/legal guardians not to release the above named information for their student. This school will not release student information for these students.

(A copy of this completed form shall be forwarded to the Assistant Superintendent of Student Support.)