

The Board supports the need for and usefulness of educational records being kept for each student which will reflect the interrelationships of the physical, emotional and social aspects of a student's development in the educational process.

Information about a student demands judicious use and shall always be used so as to contribute to the student's welfare. Safeguards shall be established by the school administration to protect the student and family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

The following relates to the release of student information:

Personally identifiable information from student records may not be released or communicated to third persons without prior written consent from a parent or guardian of the student. This policy applies to information which includes enough clues that could result in the identity of the student being discovered.

Exceptions:

- A. Any teacher(s) presently assigned a student may access that information needed to properly instruct and assess the student's performance. Teachers not assigned responsibility for instruction or evaluation of a student may not access a student's records. Teachers are legally and ethically bound to keep confidential any information taken from student records, and may not discuss such information with other teachers except as it is necessary for the instruction and evaluation of the student.
- B. Administrators who are responsible for the discipline and supervision of students may access student records as necessary in the exercise of that responsibility in specific occasions.
- C. After receiving a written request for student records from a public or private school, the school shall mail or otherwise deliver within a period of no more than 10 calendar days a copy of all requested student records to the school system or school to which a student has transferred. Parents will be notified in writing, mailed to the last known address of the parent(s), that the records are being forwarded to the school or school district.

Additional requirements for transfer of records of students in Special Education programs are specified in Rule 160-4-7 Special Education.

Information from student records may be made available:

- to federal or state agencies to determine or verify compliance with state or federal law and regulations, or to respond or comply with a court order or subpoena. In those cases, reasonable effort shall be made to notify the parent(s) or guardian of the court order or subpoena in advance of compliance;
- to organizations conducting studies on behalf of or by educational institutions specified in 34 C.F.R. 99, 31(a), (6) and (7);
- if the disclosure is in connection with a health or safety emergency;
- in connection with financial aid applications of the student to determine eligibility for and amount of aid, and enforcement of terms and conditions of financial aid;
- to accrediting institutions to carry out their accrediting and reaffirmation functions.

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

Each records custodian in the school system shall maintain as part of each student's file a log of those persons to whom access to the educational records has been provided.

A parent or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 CFR 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

STATE REF.: Georgia Board of Education Policy JR (Rule 160-5-1-.14); Georgia Legal Reference Manual - JR
LEGAL REF.: Family Educational Rights and Privacy Act (20 U.S.C. 1232g); General Education Provisions Act, Sections 438-439; P.L. 93-380; O.C.G.A., 19-7-5; 20-2-240; 20-2-697; 50-18-90; 50-18-95

PROCEDURE: YES

ADOPTED: 01/12/88

REVISED: 01/13/98

Columbia County Board of Education