

## Cottonwood Joint School District No. 242

### STUDENTS

3570

#### Student Records

School student records are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Superintendent shall implement this policy consistent with State and federal law and may develop administrative procedures to assure compliance with State and federal law. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

Cross Reference:     3575   Student Data Privacy and Security  
                          4260   Records Available to the Public

Legal Reference:  20 U.S.C. § 1232g Family Education Rights and Privacy Act  
                          34 C.F.R. 99       Family Education Rights and Privacy Act  
                          I.C. 33-133        Student Data – Use and Limitations  
                          I.C. § 33-209       Transfer of Student Records -- Duties  
                          I.C. § 32-717A     Parents’ Access to Records and Information

#### Policy History:

Adopted on: August 15, 2016

Revised on: