

## STUDENT RECORDS POLICY

The Family Education Rights and Privacy Act (FERPA) of 1974 governs the disclosure of school records. "School records" are those records, as defined in FERPA, which contain personally identifiable information, other than directory information on a student maintained by Montrose District.

The term "parent" means a parent, legal guardian, or any other individual properly acting in the capacity of the student's parent. Both parents are afforded the same rights under FERPA unless there is a Court Order which restricts the rights of one parent specifically with regards to school records. When a student turns age 18, the student is an "eligible student" and controls access and disclosure of the student's educational records. If the student is living in the parents' home and is claimed as a deduction for federal income tax purposes, parents still have the right to access student records.

"Directory information" is student information in educational records which may be disclosed without prior written consent unless the parent or eligible student informs the school in writing such information is not to be disclosed.

The following information is identified as Directory Information in the Montrose District:

1. Name of the student;
2. Names of the student's parents;
3. Student's address and telephone number;
4. Age and date of birth;
5. participation in school activities, including weight and height of members of athletic teams;
6. dates of attendance;
7. Degrees and awards received;
8. Photographic and electronic images recorded in public areas of the school as well as on District vehicles and grounds, excluding such electronic images recorded in public areas that show a violation of school policy or state laws;
9. Candid photographs chosen for use in public documents such as the annual yearbook, programs, the District website as well as performance videos.

District officials and employees who have a legitimate educational interest may review a student's educational records without prior written consent. A legitimate educational interest is defined as having the purpose of assisting the person who is reviewing the records to work with the student and the student's educational program. A record of such persons reviewing the student's permanent file shall be maintained in the file, indicating the person reviewing the file,

the date and the reason for review. District officials and employees include, school Board members while in session, administrators, school attorneys, teachers including substitutes, aides, student teachers, and consultants hired by the District for educational purposes

Upon receipt of a written request for a copy of a student's records for an educational institution in which the student seeks to enroll, the Montrose School will provide a copy of the records requested. A record of such requests and student records provided shall be maintained by the district.

Parents, guardians and eligible students have the right to (1) access, (2) copy, (3) consent or withhold consent to disclosure of student records, and (4) request the school to amend records believed to be inaccurate, misleading, or in violation of the privacy rights of the student.

Should the parent or eligible student request amendment of student records, and the school declines the request, the parent or eligible student has the right to a hearing conducted as provided in FERPA. Contesting a grade does not come within this policy unless the amendment or hearing was requested to determine whether a grade has been accurately recorded.

Adopted: September 10, 2007

Reviewed \_\_\_\_\_

Amended 2014