

Education Records Management**

Education records are those records maintained by the district that are directly related to a student.

Purpose

The primary reason for the keeping and maintaining of education records for students is to help the individual student in his/her educational development by providing pertinent information for the student, his/her teachers and his/her parents/guardians. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education.

Compliance

The district shall maintain confidential education records of students in a manner that conforms to state and federal laws and regulations.

Information recorded on official education records shall be carefully selected, accurate, and verifiable and have a direct and significant bearing upon the student's educational development.

Notification of Record Management Procedures

Annually, the district shall notify parents/guardians or adult students that it forwards educational records requested by an educational agency or institution in which the student seeks to enroll or receive services, including special education evaluation services.

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. Records requested by another district to determine a student's appropriate placement may not be withheld. Students, parents, or guardians will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district; an itemization of the fees, fines, or damages owed; and the right of parents or guardians to request a hearing. The district may pursue fees, fines or damages through a private collection agency or other method available to the district. The district may waive fees, fines and charges if the student, parent, or guardian cannot pay; the payment of the debt could impact the health and safety of the student; or if the cost of collection would be more than the total collected; or there are mitigating circumstances, as determined by the superintendent.

The district shall comply with a request from parents/guardians or an adult student to inspect and review records without unnecessary delay. The district provides to parents/guardians of a student with a disability or to an adult student with a disability the opportunity at any reasonable time to examine all of the records of the district pertaining to the student's identification; evaluation; educational placement; and free,

appropriate public education. The district provides parents/guardians or an adult student, on request, a list of the types and locations of education records collected, maintained, and used by the district.

Notification of Parent and Adult Student Rights

Annually, the district shall notify parents/guardians of all students, including adult students currently in attendance, that they have the following rights:

1. Inspect and review the student's records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the student educational record rules authorize disclosure without consent. (See Board policy JOB - Personally Identifiable Information);
4. File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act; and
5. Obtain a copy of the district's education records policy.

Release of Records for Legitimate Educational Interests

Regarding records to be released to district officials within the agency, the district's notice includes criteria for determining legitimate educational interest and the criteria for determining which school officials have legitimate educational interests. School officials may also include a volunteer or contractor who performs an institutional service on behalf of the school.

Notification Regarding Directory Information

Annually, the district shall notify parents/guardians and adult students of what it considers to be directory information and the disclosure of such. (See Board policy JOA - Directory Information).

The district shall give full rights to education records to either parent or guardian, unless the district has been provided legal evidence that specifically revokes these rights. Once the student reaches age 18 those rights transfer to the student.

A copy of this policy and administrative regulation shall be made available upon request to parents/guardians, and students 18 years of age or older or emancipated and the general public.

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)
[ORS 107.154](#)
[ORS 326.565](#)
[ORS 326.575](#)

[ORS 339.270](#)
[ORS 343.177\(3\)](#)

[OAR 166-400-0010](#) to 166-450-0010
[OAR 581-021-0220](#) to -0430
[OAR 581-022-1660](#)
[OAR 581-022-1670](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.501 (2006).

Cross Reference(s):

ECAB - Vandalism/Malicious Mischief/Theft
IGBAB/JO - Education Records Management
JFCB - Care of District Property by Students
JHDA - Psychological Testing of Students
JOA - Directory Information
JOB - Personally Identifiable Information