

POLICY

2000

7240

Students

SUBJECT: STUDENT RECORDS: ACCESS, CHALLENGE AND DISCLOSURE

Student Records

The South Huntington Union Free School District shall comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Under its provisions, parents/guardians and noncustodial parent(s), whose rights are not limited by court order or formal agreement, of a student under eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education ("eligible students") have certain rights:

1. The right to inspect and review, within 45 days of the day the District receives a request for access, any and all official records, files and data, including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. This includes the right to a hearing to challenge the content of the school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Disclosure without consent may be made to school officials with legitimate educational interests.

(Continued)

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The South Huntington Union Free School district defines a school official as:

1. A person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel).
2. A person serving on the School Board.
3. A person or company with whom the District has contracted to perform a special task, including, but not limited to, an attorney, auditor, medical consultant or therapist.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The Board directs that administrative regulations and procedures be formulated to comply with the provisions of Federal Law relating to the availability, challenge, and disclosure of student records and that notification of such rights be made to parents and students annually.

The purpose of such regulations and procedures shall be to make available to the parents/guardians of students and noncustodial parent(s) whose rights are not limited by court order or formal agreement, or students who are eighteen (18) years of age or older or who are attending an institution of post-secondary education, student records, and files on students, and to insure the confidentiality of such records with respect to third parties.

(Continued)

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Family Educational Rights and Privacy
Act of 1974
20 United States Code (U.S.C.)
Section 1232(g)

34 Code of Federal Regulations (CFR)
Section 300.571

Adopted: 6/16/99
Amended: 3/1/00