

## **MINA CHARTER SCHOOL**

### **STUDENT RECORD POLICY**

All student records must be current and maintained with appropriate measures of security and confidentiality. The Lead Administrator is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained at the school.

#### **RIGHTS OF ELIGIBLE STUDENTS/PARENTS IN REGARDS TO STUDENT RECORDS**

1. The right to inspect and review the student's educational records and the procedure for exercising this right;<sup>[L]</sup><sup>[SEP]</sup>2. The right to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights; and the procedure for exercising this right;
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;<sup>[L]</sup><sup>[SEP]</sup>4. The type of information designated as directory information and the right to opt out of release of directory information;
5. That the school system releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;<sup>[L]</sup><sup>[SEP]</sup>6. The right to opt out of releasing the student's name, address and phone number to military recruiters or institutions of higher education that request such information;
7. A specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school official discloses or intends to disclose personally identifiable information to school officials without consent;<sup>[L]</sup><sup>[SEP]</sup>8. Notification if the school system uses contractors, consultants, volunteers or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself; and
9. The right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

#### **DEFINITIONS**

## 1. Parent

For purposes of this policy, the term “parent” includes a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian. If the parents of a student are separated or divorced, both parents have the right to access the student’s records as provided in this policy, unless MCS has been provided with evidence that there is a court order, state statute or other legally binding document that specifically revokes these rights.

## 2. Eligible Student

For purposes of this policy, an eligible student is a student who has reached 18 years of age or is attending an institution of postsecondary education. The rights afforded to parents under this policy transfer to an eligible student. However, parents may still have access to the records as long as the student is claimed as a dependent by the parent for federal income tax purposes. An eligible student who desires to prevent access to records by his or her parents must furnish to the principal information verifying that the student is not a dependent of his or her parents. If a parent of a student who is at least 18 and no longer attending a school within the system wishes to inspect and review the student’s records, he or she must provide information verifying that the student is a dependent for federal income tax purposes. A student under age 18 may have access to student records only upon the consent of his or her parents.

## MAINTENANCE OF RECORDS

The cumulative record is the official record for each student. The cumulative record may include:

- a) Identifying information, including student name, address, gender, race, birthplace, birth date, and copy of the student’s birth certificate;<sup>[[SEP]]</sup>b) Family data, including parent/guardian names, addresses, places of employment, and telephone numbers;
- c) Final grades and attendance for each grade completed;<sup>[[SEP]]</sup>d) Most current high school transcript;<sup>[[SEP]]</sup>e) Standardized test scores;<sup>[[SEP]]</sup>f) Health information, including kindergarten health assessment and immunization records;
- g) Most current legal documents, including court ordered custody documentation, adoption papers, affidavits, residency statements, Department of Social Services placement

paperwork, etc.;<sup>[[L]]</sup><sub>SEP</sub>h) Driver's education certificate;

- i) Any pertinent out of county information for transfer students;<sup>[[L]]</sup><sub>SEP</sub>j) Most current Student Information Sheet;<sup>[[L]]</sup><sub>SEP</sub>k) Entry and withdrawal record of schools attended or transferring to;
- l) For graduates, class rank and date of graduation; and<sup>[[L]]</sup><sub>SEP</sub>m) discipline records.

Records pertaining to exceptional children services or classification are kept separately from the cumulative record. No information identifying a student as receiving special services should be indicated in the cumulative record at any time.

All education records are to be stored in secured cabinets; access will be restricted to the Lead Administrator or designated staff.

#### RECORDS OF STUDENTS WITH DISABILITIES

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act. Records for a student identified as a student with a disability are considered an official record and must be maintained in accordance with all appropriate federal and state regulations. These records will be maintained in a separate location accessible only to those with an educational right to know as defined by FERPA. Special Education records may not be stored with the cumulative record. No information identifying a student as receiving special services should be indicated in the cumulative record at any time.

#### RELEASE OR DISCLOSURE OF RECORDS TO OTHERS

Before releasing or disclosing records as permitted by law, school officials shall use reasonable methods to identify and authenticate the identity of the party to whom the records are disclosed.

Adopted and Approved by MCS: 05/20/2020