

Education Records/Records of Students with Disabilities***

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

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

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

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

The district annually notifies parents or adult students that it forwards educational records requested by an educational agency or institution in which the students 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 a student's appropriate placement may not be withheld. Students or parents will receive written notice of 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 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 or parents 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 report from a parent or an adult student to inspect and review records without unnecessary delay. The district provides to parents 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 or an adult student, on request, a list of the types and location of education records collected, maintained and used by the district.

The district annually notifies parents of all students, including adult students, currently in attendance that they have a right to:

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 US 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.

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.

The district annually notified parents 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, 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 and students 18 years or older or emancipated and the general public.

END OF POLICY

Legal References)

ORS 30.864
ORS 107.154
ORS 326.565
ORS 326.575
ORS 339.260
ORS 339.270
ORS 343.177(3)
OAR 166-400-0010 to 166-450-0010
OAR 581-021-0010 to 0430
OAR 581-022-1660
OAR 581-022-1670

Individuals with Disabilities Education Act (IDEA) , 20 USC 1400-1427 (2006)
Family Educational Rights & Privacy Act of 1974, 20 USC 1232 (2006); Family Educational Rights & Privacy
CFR Part 99 (2006)
Assistance to State for the Education of children with Disabilities, 34 CFR 300/501 (2006)