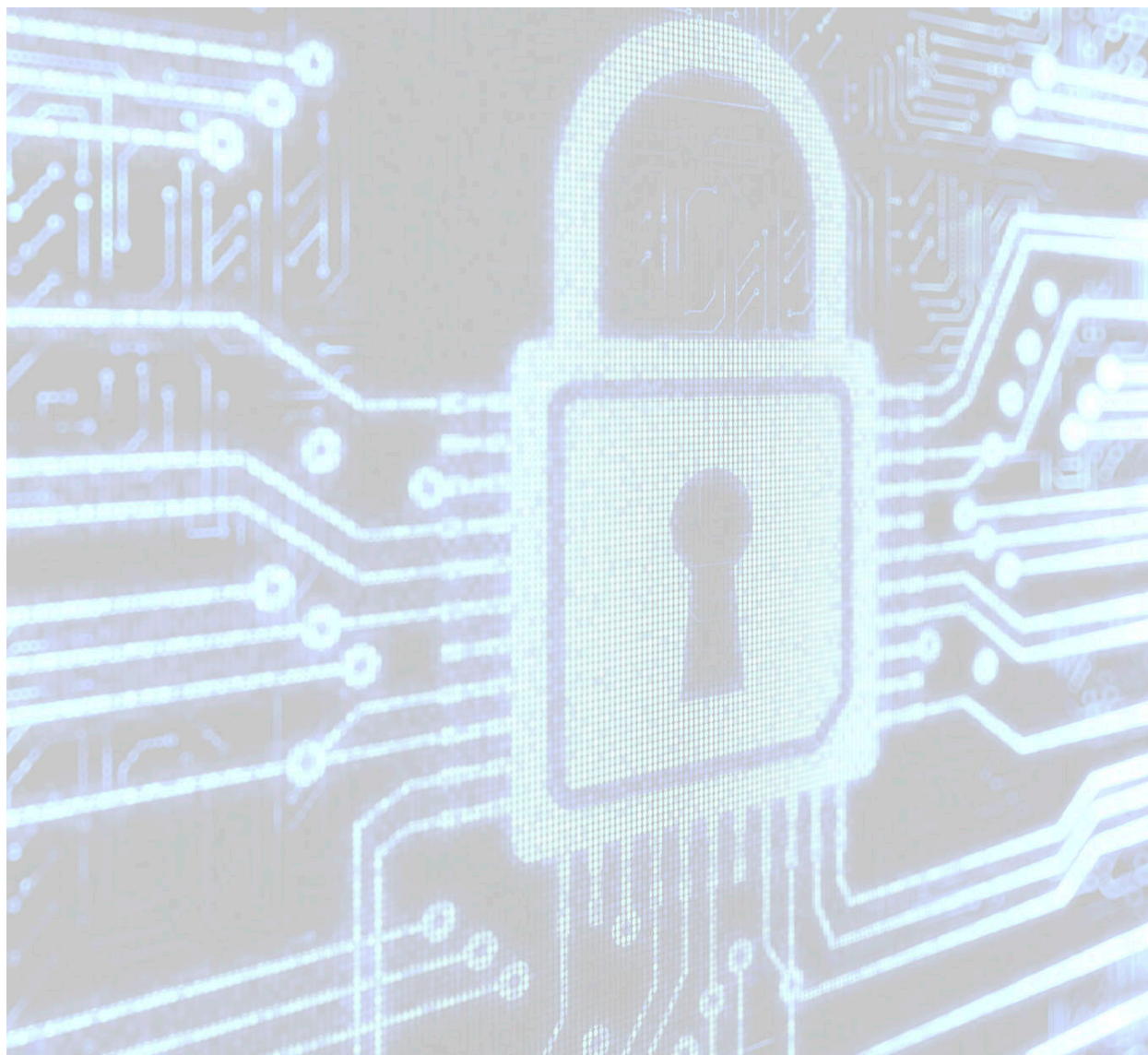




## Student Data and Privacy Policies



Board Work Session  
February 4, 2013

## **Introduction**

Student education records are defined as all records directly related to a student that are maintained by education agencies. This report will provide an overview on the sources and types of student information, how that information is used, stored and secured, other agencies that receive our student information, the Family Education Rights and Privacy Act (FERPA), and conclude with Board Policies governing the protection of student education records.

Most, though not all, student education record information is entered and contained in the District Student Information System (SIS). The Beaverton School District uses the Synergy Student Information System, created by EduPoint Educational Systems ([www.edupoint.com](http://www.edupoint.com)).

## **Student Information Sources**

### **Information from parent/guardians**

Many elements of student education records are provided by parent/guardian(s) through various forms (Appendix A). Upon initial student enrollment, parent/guardian(s) fill out the Student Enrollment form. This form contains many demographic information elements needed by the District. Federal law mandates some data elements, such as Ethnicity/Race information. The Student Enrollment form also collects other data elements including: emergency closure pick-up preferences, parent/guardian contact information, siblings attending the Beaverton School District, emergency contact information, doctor contact information, and allergies and health concerns. The Beaverton School District does not collect nor store Social Security Numbers for students.

At the beginning of each subsequent school year after initial enrollment, the District provides an enrollment verification form to parent/guardian(s). This form contains the enrollment information for their student and provides the parent/guardian an opportunity

to update the information. Parent/guardian(s) can also update this information at any time by visiting their child's school. Beginning in Fall 2013, ParentVue, the Synergy parent web portal, will allow parents to update some contact and other information electronically through a secure web site.

In addition to the enrollment and enrollment verification forms, parent/guardian(s) use other District forms to provide information regarding transportation, medical authorization, and at the high school level, permission for their student to self-administer non-prescription medication. This information is stored in Synergy for use by appropriate school staff.

### **Information Collected Internally or From Other Sources**

Some elements of the student education record are comprised of data that is either provided internally by staff or imported from an external source. Examples of data elements that do not come from parent/guardian(s) are: teacher gradebook information (ex. grades and assignment scores), performance on State tests (OAKS), PSAT, ACT and EasyCBM, and emails or notes kept by staff as they relate to the individual student. These data elements may be accessible to counselors and teachers and provide information to help design interventions and supports for students.

## **Types of Student Information**

Student information contained in the student information system can be generally organized into four types: demographic, academic record, assessment, and program information.

### **Demographic Information**

Many elements of student information are classified as demographic information. These would include first, middle and last names, addresses of student and parent/guardian(s),

birth date and place, gender, race/ethnicity, phone and email contacts for students and parent/guardians, and emergency contacts with phone numbers.

### **Academic Record Information**

Academic information describes information elements related to academic performance. Student attendance and discipline are examples of academic record information recorded in Synergy. Grades, course credits, and transcript information are also academic information housed in Synergy.

### **Assessment Information**

As mentioned previously, the student education record includes a number of data elements related to assessment. Some of this information is contained in the teacher gradebook and includes assignment scores. Other assessment information is imported from external data sources. For example, student performance on the Oregon Assessment of Knowledge and Skills (OAKS) and ACT scores are uploaded into the system to provide information about student academic performance on those assessments.

### **Program Information**

Program information records student participation in various educational programs. Examples of programs are: English Language Learners (ELL), Alternative Education, Special Education, and Talented and Gifted (TAG). Economically Disadvantaged meal participation is also a program recorded in the student information system. All program information is secured by role-based access, restricting access to only those staff members where the information is necessary to perform their role. Additionally, Economically Disadvantaged eligibility is even further restricted to very few staff in Nutrition Services and IT for reporting purposes and requires a signed agreement yearly before access is granted. Program participation is reported to the State as part of the state reporting data collections.

## **Enterprise Systems Housing Student Information**

There are two enterprise systems that house electronic student education information: the student information system (Synergy) and the data warehouse. Student education information can also exist in notes, email or as information downloaded on a teacher laptop computer.

### **Synergy**

The student information system is the transactional system used for student education record collection, security, and storage. A transactional system is designed to accomplish transactions. In the case of the student information system, the transactions can be thought of as the input and display of student records. The design of Synergy allows hundreds of staff members to simultaneously input data into the system and to search and display results.

### **Data Warehouse**

Transactional systems by their nature sometimes can lack sophisticated reporting features. The Beaverton School District uses a data warehouse application for complex reporting and data analysis functions. Nightly, information from Synergy is imported into the Data Warehouse. The Data Warehouse stores current and historical data and is used by staff for reports that can be longitudinal in scope, as well as current year data. An example of a sophisticated report in the data warehouse is the At-Risk report. The At-Risk report was developed to allow counselors, particularly at the secondary level, a means to quickly determine students who by a combination of many academic and behavior factors, could be considered at risk of academic success. Attendance data, number of D's and F's, and assessment scores are analyzed and the results returned in a report providing counselors with information helpful in targeting interventions for students.

Synergy and the data warehouse each have the ability to create downloads in a variety of formats for further analysis and presentation of data.

## **Security of Student Education Records**

The Beaverton School District employs a number of physical and technological tools and practices to secure student education records and other confidential organizational data. In the interest of protecting the security measures taken by the District, the summary below, while providing a general description of the measures used, is not inclusive of all technology and security practices employed to secure student education records and other sensitive District information.

### **Physical Security**

The first step in securing and protecting institutional data is to ensure the physical environment is not compromised. The servers housing all enterprise applications are located in the Data Center. Physical access to the Data Center is tightly controlled and access is limited to only those staff members tasked with directly supporting the room and the equipment contained therein. The Data Center is locked at all times and the room alarmed during off-hours.

### **Network Security**

The Beaverton School District utilizes network security devices and practices to protect enterprise systems from unauthorized access. Network access is restricted through the District Firewall, which is a device designed to control incoming and outgoing network traffic. In addition to the Firewall, a number of network design and configuration elements further limit network access to the servers.

### **Session Security**

It is not enough just to provide physical and network security to prevent unauthorized access. Authorized access to applications and data must also be secured, as

mechanisms exist to eavesdrop on legitimate access in order to obtain either the data or the login credentials used to access the system. One example of how legitimate access is protected is through the use of the Secure Sockets Layer (SSL) protocol. SSL creates a uniquely encrypted channel between the user's browser and the secured website. Both Synergy and the Data Warehouse use SSL to provide a secure session for authorized access.

### **Authorization and Role-Based Access Control**

Access to Synergy and the Data Warehouse requires a username and password combination. The username and password combination are connected to the District Identity Management solution, providing location and staff assignment information.

Role-based access control is a mechanism used to restrict access of authorized users. Each user has a role (ex. teacher, counselor) and for each role in the system, data access and computer permissions are assigned. All users must be assigned a role, and roles must be authorized to perform any function in BSD enterprise systems.

The combination of authorization with a username and password, coupled with role-based security in the systems, ensures that staff only can view and/or edit student education records relevant to their job function. For example, a classroom teacher only has access to students in their classes, and only to data elements relevant to their role as teacher. Confidential data (ex. Economically Disadvantaged eligibility) is not displayed to teachers, as that information is not directly relevant to the teacher role.

### **User Training**

Training is mandatory for all users of Synergy and the Data Warehouse. Access to these systems are not given until staff have completed training which includes instruction on responsible use and applicable laws such as the Family Educational Rights and Privacy Act (FERPA).

## **Retention of Student Education Records**

The Oregon Administrative Rules 166-400-0010

([arcweb.sos.state.or.us/pages/rules/oars\\_100/oar\\_166/166\\_400.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_400.html)) provide record retention periods for School Districts. With the recent transition from eSIS to Synergy, most data was transferred into the new system. Data elements deemed not necessary to convert are stored in historical data tables that can be accessed if the need arises, satisfying retention rules.

## **External Transfers of Student Education Records**

Student education records are transferred to external agencies, most frequently to the Oregon Department of Education (ODE). Throughout the year, there are scheduled data collections that require Local Education Agencies (LEAs) to send reports containing student data elements. The collections and timelines are posted on the ODE website ([www.ode.state.or.us/search/page/?id=1223](http://www.ode.state.or.us/search/page/?id=1223)). ODE specifies the data fields and the file format for each collection. The data transfers are accomplished through a secured web site and access is restricted to just those staff members tasked with fulfilling the data collection.

Periodically, student information is transferred to federal and/or other agencies as part of grant or research processes. The information usually includes demographic and assessment data, and could be aggregated or disaggregated depending on the agreement. In these instances, contract language is written that tightly governs the transfer, use, and retention of any student information. Contracts with any vendor requiring access to student information (ex. EduPoint) also contain clauses governing and protecting use. Data transfers are effected through secured web sites or other secured data transfer technologies.



## **Family Educational Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act is a Federal law protecting the privacy of student education records. FERPA gives parent/guardian(s) specific rights to their children's education records. These rights transfer to the student upon the age of 18 and include:

- Inspection and review of the student education record.
- Correction of inaccurate or misleading data, including the right to a formal hearing process.
- Parent permission to release any information from a student's education record, with exceptions made for:
  - Directory information (Detailed in Board Policy JO);
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

The Beaverton School District must comply with FERPA regulations. Yearly notification regarding FERPA rights and responsibilities is provided through the BSD Student Parent Resource Handbook ([www.beaverton.k12.or.us/pdf/dist/dist\\_SPRH%20English%202012\\_13.pdf](http://www.beaverton.k12.or.us/pdf/dist/dist_SPRH%20English%202012_13.pdf)).

As part of the Enrollment Verification Form, both parents and students are required to sign a Formal Acknowledgement of Student Parent Resource Handbook Review (Appendix B).

## **Board Policies Related to Student Education Records**

Board Policies (Appendix C) governing student education records include:

- **EH – Electronic Data Management**  
Directs the superintendent or designee provide preparation and maintenance of district records as required by law.
- **JO – Education Records**  
Defines education records, maintenance, annual notification, development of administrative regulations (AR).
- **JOA – Directory Information**  
Details student record items the can be released as “Directory Information”.
- **JOB – Personally Identifiable Information**  
Definition of Personally Identifiable Information (PII), consent to release, and exceptions.

## **APPENDICIES**

## Appendix A – District forms

## District Enrollment Form:

| <b>BEAVERTON SCHOOL DISTRICT</b><br><small>THRIVE • CONTRIBUTE • EXCEL</small>  |  |  |  |  |  |                    |  |   |  | STUDENT ID |
|---|--|--|--|--|--|--------------------|--|---|--|------------|
| HAS YOUR STUDENT BEEN PREVIOUSLY ENROLLED IN A BEAVERTON SCHOOL? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> INITIAL ENROLLMENT? <input type="checkbox"/> ENROLLMENT CHANGES? <input type="checkbox"/> GRADE _____  |  |  |  |  |  |                    |  |   |  |            |
| <b>INSTRUCTIONS:</b> THIS ENROLLMENT FORM IS AN OFFICIAL RECORD. THE QUESTIONS ON THIS FORM ASK FOR IMPORTANT INFORMATION THAT WILL HELP PROVIDE SERVICES FOR YOUR CHILD. SOME QUESTIONS HAVE SUPPORTING EXPLANATION. IF YOU NEED FURTHER INFORMATION, PLEASE CONTACT YOUR SCHOOL. PLEASE PRINT USING A BALL-POINT PEN, AND COMPLETE ALL PAGES.   |  |  |  |  |  |                    |  |   |  |            |
| <b>STUDENT INFORMATION – IF STUDENT IS LIVING IN ANY OF THE FOLLOWING CIRCUMSTANCES, ADDITIONAL SERVICES MAY BE AVAILABLE: SHARING HOUSING WITH FRIENDS OR FAMILY, LIVING IN A SHELTER OR MOTEL, OR IF YOU ARE A STUDENT WHO IS LIVING AWAY FROM YOUR PARENT OR LEGAL GUARDIAN. PLEASE INQUIRE AT THE SCHOOL FOR FURTHER INFORMATION.</b>   |  |  |  |  |  |                    |  |   |  |            |
| 1. LEGAL LAST NAME  |  | 2. LEGAL FIRST NAME  |  | 3. MIDDLE NAME   |  | 4. SUFFIX          |  | 5. GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE |  |            |
| 6. USUAL LAST NAME (IF DIFFERENT)   |  | 7. PREFERRED FIRST NAME  |  | 8. DATE OF BIRTH   |  | 9. AGE             |  | 10. HOME TELEPHONE NUMBER   |  |            |
| 11. HOME ADDRESS  |  | 12. APARTMENT NUMBER & COMPLEX NAME (IF APPLICABLE)              |  | 13. CITY   |  | 14. STATE          |  | 15. ZIP   |  |            |
| 16. IS MAILING ADDRESS SAME AS HOME ADDRESS?<br><input type="checkbox"/> Yes <input type="checkbox"/> No (IF NO, PLEASE COMPLETE BOXES 17 - 20)   |  | 17. DIFFERENT MAILING ADDRESS                                    |  | 18. CITY   |  | 19. STATE          |  | 20. ZIP   |  |            |
| 21. PREVIOUS SCHOOL DISTRICT ATTENDED   |  | 22. PREVIOUS SCHOOL ADDRESS                                      |  | 23. PREVIOUS SCHOOL ATTENDED   |  | 24. DATES ATTENDED |  | 25. FROM  |  | To         |
| 25. DOES THE STUDENT HAVE A CURRENT INDIVIDUALIZED EDUCATION PLAN? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DOES THE STUDENT HAVE A SECTION 504 PLAN? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |  |  |  |  |                    |  |   |  |            |
| <b>ETHNICITY/RACE – THIS INFORMATION IS REQUIRED BY THE FEDERAL GOVERNMENT AND IS USED FOR DATA ANALYSIS AND REPORTING PURPOSES ONLY. IF YOU CHOOSE NOT TO RESPOND, BEAVERTON SCHOOL DISTRICT IS REQUIRED TO REPORT THIS INFORMATION THROUGH AN OBSERVER IDENTIFICATION PROCESS. COMPLETION OF PART A AND PART B IS REQUIRED.</b>   |  |  |  |  |  |                    |  |   |  |            |
| 27. <b>PART A: ETHNICITY (CHOOSE ONE)</b> <input type="checkbox"/> NOT HISPANIC/LATINO <input type="checkbox"/> HISPANIC/LATINO - HAVING ORIGINS IN CUBA, MEXICO, PUERTO RICO, CENTRAL OR SOUTH AMERICA OR OTHER SPANISH CULTURE OR ORIGIN  |  |  |  |  |  |                    |  |   |  |            |
| 28. <b>PART B: RACE – NO MATTER WHAT YOU SELECTED ABOVE, PLEASE CONTINUE TO ANSWER THE FOLLOWING BY MARKING ONE OR MORE BOXES TO INDICATE WHAT YOU CONSIDER YOUR RACE TO BE.</b><br><input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE – HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AND SOUTH AMERICA (INCLUDING CENTRAL AMERICA), AND WHO MAINTAINS TRIBAL AFFILIATION OR COMMUNITY ATTACHMENT<br><input type="checkbox"/> ASIAN – HAVING ORIGINS IN THE FAR EAST, SOUTHEAST ASIA OR THE INDIAN SUBCONTINENT, INCLUDING CAMBODIA, CHINA, INDIA, JAPAN, KOREA, MALAYSIA, PAKISTAN, THE PHILIPPINE ISLANDS, THAILAND AND VIETNAM<br><input type="checkbox"/> BLACK OR AFRICAN AMERICAN – HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA<br><input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER – HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF HAWAII, GUAM, SAMOA, OR OTHER PACIFIC ISLANDS<br><input type="checkbox"/> WHITE – HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, THE MIDDLE EAST, OR NORTH AFRICA |  |  |  |  |  |                    |  |   |  |            |
| <b>HOME LANGUAGE SURVEY</b>   |  |  |  |  |  |                    |  |   |  |            |
| 29. IS A LANGUAGE OTHER THAN ENGLISH THE LANGUAGE THE STUDENT FIRST LEARNED TO SPEAK OR THE LANGUAGE USED AT HOME OR WITH FRIENDS? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>IF YES, INDICATE LANGUAGE</b> _____   |  |  |  |  |  |                    |  |   |  |            |
| 30. SEND PRINTED MATERIALS IN LANGUAGE SPOKEN AT HOME (IF AVAILABLE)? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |  |  |  |  |                    |  |   |  |            |
| 31. COUNTRY OF BIRTH  |  | 32. CITY OF BIRTH (IF IN USA)                                    |  | 33. STATE OF BIRTH (IF IN USA)   |  |                    |  |   |  |            |
| 34. TRIBAL AFFILIATION<br>ENROLLMENT IN A FEDERAL OR STATE RECOGNIZED TRIBE CAN ESTABLISH ELIGIBILITY TO PARTICIPATE IN THE TITLE VII INDIAN EDUCATION PROGRAM, A FEDERAL GRANT UNDER THE INDIAN EDUCATION ACT OF 1988. A TITLE VII STUDENT ELIGIBILITY CERTIFICATION MUST BE COMPLETED FOR EVERY ELIGIBLE STUDENT.   |  |  |  |  |  |                    |  |   |  |            |
| <b>EMERGENCY CLOSURE PLAN – MUST CHOOSE ONLY ONE OPTION. PLEASE INDICATE WHAT THE STUDENT SHOULD DO IN CASE OF EMERGENCY OR EARLY SCHOOL CLOSURE.</b>   |  |  |  |  |  |                    |  |   |  |            |
| 35. <input type="checkbox"/> PICK UP BY PARENT/FRIEND/NEIGHBOR/RELATIVE/DAYCARE   |  | 36. <input type="checkbox"/> SCHOOL BUS TO HOME/NEIGHBOR/DAYCARE |  | 37. <input type="checkbox"/> WALK/RIDE BIKE/DRIVE TO HOME/NEIGHBOR/DAYCARE |  |                    |  |   |  |            |
| OFFICE USE ONLY   |  | SCHOOL COST CENTER NUMBER  |  | GRADE  |  | ENROLLMENT REASON  |  | HOMEROOM  |  | BUS NUMBER |
| ENROLLMENT DATE   |  |  |  |  |  |                    |  |   |  |            |

 Revised 2/16/2012  
 Information & Technology

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|                   |                    |       |                       |
|-------------------|--------------------|-------|-----------------------|
| STUDENT LAST NAME | STUDENT FIRST NAME | GRADE | STUDENT ID—OFFICE USE |
|-------------------|--------------------|-------|-----------------------|

THIS PAGE MAY BE COPIED FOR OTHER STUDENTS IN YOUR FAMILY. PLEASE ADD NAME AND GRADE **AFTER** COPYING.

**PARENT/GUARDIAN INFORMATION – PLEASE PROVIDE INFORMATION ON BOTH PARENTS, INCLUDING PARENTS WHO DO NOT LIVE WITH THE STUDENT. (THIS PAGE MAY BE COPIED TO ADD ADDITIONAL PARENTS). IT IS ASSUMED BOTH PARENTS/GUARDIANS HAVE ACCESS TO STUDENT/STUDENT INFORMATION UNLESS LEGAL DOCUMENTATION IS PROVIDED INDICATING OTHERWISE.**

|   |  |                                       |  |                                 |                                 |   |  |                                |
|---|--|---------------------------------------|--|---------------------------------|---------------------------------|---|--|--------------------------------|
| <b>CHILD PRIMARILY LIVES WITH</b>   |  | <input type="checkbox"/> BOTH PARENTS |  | <input type="checkbox"/> MOTHER | <input type="checkbox"/> FATHER | <input type="checkbox"/> GRANDPARENT  | <input type="checkbox"/> FOSTER PARENT | <input type="checkbox"/> OTHER |
| <b>PARENT/GUARDIAN</b>  |  |                                       |  |                                 |                                 |   |  |                                |
| 39. RELATIONSHIP TO STUDENT: <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> GUARDIAN <input type="checkbox"/> STEP-MOTHER <input type="checkbox"/> STEP-FATHER <input type="checkbox"/> OTHER _____ |  |                                       | 41. FIRST NAME   |                                 |                                 |   |  |                                |
| 42. CONTACT IN EVENT OF EMERGENCY? <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |                                       | 43. <input type="checkbox"/> CALL 1ST <input type="checkbox"/> CALL 2ND  |                                 |                                 | 44. LIVING WITH STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO |  |                                |
| 45. SAME AS STUDENT ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |                                       |  |                                 |                                 |   |  |                                |
| <b>IF BOX 45 (SAME AS STUDENT ADDRESS) IS NO, CHECK HERE <input type="checkbox"/> FOR THIS PARENT TO RECEIVE A COPY OF REPORT CARD AND INDICATE CORRESPONDENCE ADDRESS BELOW:</b>   |  |                                       |  |                                 |                                 |   |  |                                |
| 47. CORRESPONDENCE ADDRESS (ONLY IF DIFFERENT THAN STUDENT'S ADDRESS)   |  |                                       | 48. APARTMENT NUMBER   |                                 |                                 | 49. CITY  |  | 50. STATE                      |
|   |  |                                       |  |                                 |                                 |   |  | 51. ZIP CODE                   |
| 52. DOES THIS PARENT REQUIRE AN INTERPRETER FOR EDUCATIONAL CONFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |                                       |  |                                 |                                 |   |  |                                |
| 53. PRIMARY LANGUAGE SPOKEN IF INTERPRETER REQUIRED   |  |                                       | 54. WILLING TO VOLUNTEER? <input type="checkbox"/> YES <input type="checkbox"/> NO   |                                 |                                 |   |  |                                |
| 55. PLACE OF EMPLOYMENT   |  |                                       | 56. OCCUPATION   |                                 |                                 | 57. WORK PHONE NUMBER ( ) ( )   |  |                                |
| 58. EXT   |  |                                       | 59. AVAILABLE AT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO  |                                 |                                 |   |  |                                |
| 60. HOME PHONE NUMBER ( ) ( )   |  |                                       | 61. CELLULAR NUMBER ( ) ( )  |                                 |                                 | 62. PAGER NUMBER ( ) ( )  |  |                                |
| 63. EDUCATION LEVEL   |  |                                       | 64. EMAIL ADDRESS (EMAIL IS USED TO COMMUNICATE IMPORTANT INFORMATION ABOUT THE SCHOOL AND YOUR STUDENT. NOTIFY THE SCHOOL IF YOUR EMAIL ADDRESS CHANGES. PLEASE PRINT). |                                 |                                 |   |  |                                |
|   |  |                                       | @  |                                 |                                 |   |  |                                |

|   |  |                                       |  |                                 |                                 |   |  |                                |
|---|--|---------------------------------------|--|---------------------------------|---------------------------------|---|--|--------------------------------|
| <b>CHILD PRIMARILY LIVES WITH</b>   |  | <input type="checkbox"/> BOTH PARENTS |  | <input type="checkbox"/> MOTHER | <input type="checkbox"/> FATHER | <input type="checkbox"/> GRANDPARENT  | <input type="checkbox"/> FOSTER PARENT | <input type="checkbox"/> OTHER |
| <b>PARENT/GUARDIAN</b>  |  |                                       |  |                                 |                                 |   |  |                                |
| 66. RELATIONSHIP TO STUDENT: <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> GUARDIAN <input type="checkbox"/> STEP-MOTHER <input type="checkbox"/> STEP-FATHER <input type="checkbox"/> OTHER _____ |  |                                       | 68. FIRST NAME   |                                 |                                 |   |  |                                |
| 69. CONTACT IN EVENT OF EMERGENCY? <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |                                       | 70. <input type="checkbox"/> CALL 1ST <input type="checkbox"/> CALL 2ND  |                                 |                                 | 71. LIVING WITH STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO |  |                                |
| 72. SAME AS STUDENT ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |                                       | 73. IF BOX 72 (SAME AS STUDENT ADDRESS) IS NO, CHECK HERE <input type="checkbox"/> TO RECEIVE A COPY OF REPORT CARD AND INDICATE CORRESPONDENCE ADDRESS BELOW:           |                                 |                                 |   |  |                                |
| 74. CORRESPONDENCE ADDRESS (ONLY IF DIFFERENT THAN STUDENT'S ADDRESS)   |  |                                       | 75. APARTMENT NUMBER AND COMPLEX NAME (IF APPLICABLE)  |                                 |                                 | 76. CITY  |  | 77. STATE                      |
|   |  |                                       |  |                                 |                                 |   |  | 78. ZIP CODE                   |
| 79. DOES THIS PARENT REQUIRE AN INTERPRETER FOR EDUCATIONAL CONFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |                                       |  |                                 |                                 |   |  |                                |
| 80. PRIMARY LANGUAGE SPOKEN IF INTERPRETER REQUIRED   |  |                                       | 81. WILLING TO VOLUNTEER? <input type="checkbox"/> YES <input type="checkbox"/> NO   |                                 |                                 |   |  |                                |
| 82. PLACE OF EMPLOYMENT   |  |                                       | 83. OCCUPATION   |                                 |                                 | 84. WORK PHONE NUMBER ( ) ( )   |  |                                |
| 85. EXT   |  |                                       | 86. AVAILABLE AT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO  |                                 |                                 |   |  |                                |
| 87. HOME PHONE NUMBER ( ) ( )   |  |                                       | 88. CELLULAR NUMBER ( ) ( )  |                                 |                                 | 89. PAGER NUMBER ( ) ( )  |  |                                |
| 90. EDUCATION LEVEL   |  |                                       | 91. EMAIL ADDRESS (EMAIL IS USED TO COMMUNICATE IMPORTANT INFORMATION ABOUT THE SCHOOL AND YOUR STUDENT. NOTIFY THE SCHOOL IF YOUR EMAIL ADDRESS CHANGES. PLEASE PRINT). |                                 |                                 |   |  |                                |
|   |  |                                       | @  |                                 |                                 |   |  |                                |



|                   |                    |       |                       |
|-------------------|--------------------|-------|-----------------------|
| STUDENT LAST NAME | STUDENT FIRST NAME | GRADE | STUDENT ID—OFFICE USE |
|-------------------|--------------------|-------|-----------------------|

**FAMILY MESSENGER/COURIER - APPLIES IF MORE THAN ONE FAMILY MEMBER ATTENDS SAME SCHOOL (ELEMENTARY ONLY)**

93. SHOULD THIS STUDENT BE IDENTIFIED AS THE 'FAMILY MESSENGER/COURIER' TO CARRY SCHOOL INFORMATION PACKETS HOME? ☐ Yes ☐ No

**SIBLINGS (SCHOOL AGE ONLY - ATTENDING BEAVERTON SCHOOL DISTRICT)**

|                        |                 |          |  |             |            |
|------------------------|-----------------|----------|--|-------------|------------|
| 94. SIBLING LAST NAME  | 95. FIRST NAME  | 96. AGE  | 97. GENDER<br><input type="checkbox"/> M <input type="checkbox"/> F  | 98. SCHOOL  | 99. GRADE  |
| 100. SIBLING LAST NAME | 101. FIRST NAME | 102. AGE | 103. GENDER<br><input type="checkbox"/> M <input type="checkbox"/> F | 104. SCHOOL | 105. GRADE |
| 106. SIBLING LAST NAME | 107. FIRST NAME | 108. AGE | 109. GENDER<br><input type="checkbox"/> M <input type="checkbox"/> F | 110. SCHOOL | 111. GRADE |

**ADDITIONAL EMERGENCY CONTACTS – IN EMERGENCY, PARENTS/GUARDIANS WILL BE CALLED 1<sup>ST</sup> AND 2<sup>ND</sup> UNLESS SHOWN OTHERWISE BELOW. IT IS ASSUMED THAT ANY PERSON LISTED AS AN EMERGENCY CONTACT ALSO HAS PERMISSION TO TRANSPORT YOUR STUDENT.**

|   |   |   |  |
|---|---|---|--|
| 112. CALL <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH <input type="checkbox"/> 5TH | 113. CONTACT LAST NAME                          | 114. FIRST NAME                             | 115. RELATIONSHIP TO STUDENT (INDICATE IF BEFORE OR AFTER SCHOOL CARE) |
| 116. SPEAKS ENGLISH? <input type="checkbox"/> Yes <input type="checkbox"/> No   | 117. IF BOX 116 IS No, INDICATE LANGUAGE SPOKEN | 118. STREET ADDRESS, CITY, STATE & ZIP CODE | 119. HOME PHONE NUMBER ( ) ( ) ( )                                     |
| 124. CALL <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH <input type="checkbox"/> 5TH | 125. CONTACT LAST NAME                          | 126. FIRST NAME                             | 127. RELATIONSHIP TO STUDENT (INDICATE IF BEFORE OR AFTER SCHOOL CARE) |
| 128. SPEAKS ENGLISH? <input type="checkbox"/> Yes <input type="checkbox"/> No   | 129. IF BOX 128 IS No, INDICATE LANGUAGE SPOKEN | 130. STREET ADDRESS, CITY, STATE & ZIP CODE | 131. HOME PHONE NUMBER ( ) ( ) ( )                                     |
| 136. CALL <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH <input type="checkbox"/> 5TH | 137. CONTACT LAST NAME                          | 138. FIRST NAME                             | 139. RELATIONSHIP TO STUDENT (INDICATE IF BEFORE OR AFTER SCHOOL CARE) |
| 140. SPEAKS ENGLISH? <input type="checkbox"/> Yes <input type="checkbox"/> No   | 141. IF BOX 140 IS No, INDICATE LANGUAGE SPOKEN | 142. STREET ADDRESS, CITY, STATE & ZIP CODE | 143. HOME PHONE NUMBER ( ) ( ) ( )                                     |
|   |   | 144. WORK NUMBER ( ) ( ) ( )                | 145. EXT ( ) ( ) ( )   |
|   |   | 146. CELL NUMBER ( ) ( ) ( )                | 147. PAGER NUMBER ( ) ( ) ( )  |

**NATURAL DISASTER CONTACT – DURING THE PERIOD FOLLOWING A LARGE DAMAGING NATURAL DISASTER, AN OUT-OF-AREA CONTACT SHOULD BE SELECTED BECAUSE THERE IS A HIGHER POSSIBILITY OF BEING ABLE TO TELEPHONE PEOPLE OUTSIDE OF THE REGION THAN ACROSS OUR CITY OR METROPOLITAN AREA. THEREFORE, PLEASE LIST AN EMERGENCY PHONE CONTACT THAT IS AT LEAST 100 MILES AWAY SO THAT YOUR CHILD COULD CALL THAT TELEPHONE NUMBER TO REGAIN CONTACT WITH YOU THROUGH THIS THIRD PARTY.**

|                                    |                              |   |
|------------------------------------|------------------------------|---|
| 148. LAST NAME                     | 149. FIRST NAME              | 150. RELATIONSHIP TO STUDENT (NATURAL DISASTER CONTACT)                       |
| 151. CITY                          | 152. STATE                   | 153. SPEAKS ENGLISH? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 155. HOME PHONE NUMBER ( ) ( ) ( ) | 156. WORK NUMBER ( ) ( ) ( ) | 157. EXT ( ) ( ) ( )  |
|                                    | 158. CELL NUMBER ( ) ( ) ( ) | 159. PAGER NUMBER ( ) ( ) ( )   |
|                                    |                              | 160. NOTES  |



|                   |                    |       |                       |
|-------------------|--------------------|-------|-----------------------|
| STUDENT LAST NAME | STUDENT FIRST NAME | GRADE | STUDENT ID—OFFICE USE |
|-------------------|--------------------|-------|-----------------------|

**MEDICAL INFORMATION**

|  |                              |  |
|--|------------------------------|--|
| 161. DOCTOR NAME   | 162. TELEPHONE NUMBER<br>( ) | 163. HEALTH INSURANCE POLICY (MIDDLE & HIGH SCHOOL USE ONLY) |
| 164. DENTIST NAME  | 165. TELEPHONE NUMBER<br>( ) | 166. HEALTH INSURANCE POLICY (MIDDLE & HIGH SCHOOL USE ONLY) |
| 167. DOES YOUR STUDENT HAVE HEALTH/ACCIDENT INSURANCE? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, BEAVERTON SCHOOL DISTRICT OFFERS LOW COST ACCIDENT AND HEALTH INSURANCE OPTIONS. PLEASE SEE DISTRICT ACCIDENT AND HEALTH INSURANCE INFORMATION IN THE BACK-TO-SCHOOL ENROLLMENT PACKET, CONTACT YOUR SCHOOL SECRETARY, OR CALL (503)591-4560. |                              |  |

**ALLERGIES & HEALTH CONCERNS – SEE OFFICE STAFF IF STUDENT REQUIRES MEDICATION AT SCHOOL. A SCHOOL NURSE MAY CONTACT YOU TO OBTAIN MORE INFORMATION REGARDING YOUR CHILD'S MEDICAL CONDITION.**

|                |                 |                             |   |
|----------------|-----------------|-----------------------------|---|
| 168. CONDITION | 169. SYMPTOM(S) | 170. REQUIRED MEDICATION(S) | 171. LIFE THREATENING? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 172. CONDITION | 173. SYMPTOM(S) | 174. REQUIRED MEDICATION(S) | 175. LIFE THREATENING? <input type="checkbox"/> Yes <input type="checkbox"/> No |

|                        |   |
|------------------------|---|
| <b>BUS INFORMATION</b> | 176. DOES THE STUDENT RIDE THE BUS? A.M. <input type="checkbox"/> Yes <input type="checkbox"/> No P.M. <input type="checkbox"/> Yes <input type="checkbox"/> No |
|------------------------|---|

**VEHICLE INFORMATION – HIGH SCHOOL STUDENT ONLY**

|           |            |           |            |                     |  |
|-----------|------------|-----------|------------|---------------------|--|
| 177. MAKE | 178. MODEL | 179. YEAR | 180. COLOR | 181. LICENSE NUMBER | 182. PARKING PERMIT NUMBER (OFFICE USE ONLY) |
|-----------|------------|-----------|------------|---------------------|--|

**183. PERMISSION INFORMATION – A PARENT MAY SUBMIT A CHANGE TO THIS REQUEST, IN WRITING TO THE SCHOOL OFFICE, AT ANY TIME DURING THE SCHOOL YEAR.**

**INTERNET ACCESS/DIRECTORY INFORMATION** – STUDENTS WILL BE GRANTED INTERNET ACCESS AND EMAIL ACCOUNTS. STUDENT DIRECTORY INFORMATION MAY BE PUBLISHED. IF YOU DO NOT WISH YOUR STUDENT TO HAVE ACCESS TO THESE SERVICES OR DO NOT WANT DIRECTORY INFORMATION PUBLISHED, YOU MUST SUBMIT A REQUEST IN WRITING WITHIN 2 WEEKS OF ENROLLMENT EACH SCHOOL YEAR. DIRECTORY INFORMATION MAY INCLUDE: STUDENT'S NAME, ADDRESS, TELEPHONE LISTING, STUDENT'S IMAGE, PARTICIPATION IN OFFICIALLY RECOGNIZED SPORTS AND ACTIVITIES, DEGREES OR AWARDS RECEIVED. FOR DETAILS, PLEASE SEE THE **DIRECTORY INFORMATION** SECTION IN THE CONSISTENT DISCIPLINE HANDBOOK AT YOUR SCHOOL OR ONLINE AT [HTTP://WWW.BEAVERTON.K12.OR.US/HOME/PARENTS](http://www.beaverton.k12.or.us/home/parents)

**184. MEDICAL EMERGENCY TRANSPORT**

EVERY STUDENT HAS THE RIGHT TO BE TRANSPORTED IN CASE OF A MEDICAL EMERGENCY. IF YOU DO NOT WISH THE SCHOOL TO CALL FOR THE TRANSPORT OF YOUR CHILD IN CASE OF A MEDICAL EMERGENCY, YOU MUST INFORM THE SCHOOL OFFICE IN WRITING BY THE END OF THE SECOND WEEK OF THE START OF EVERY SCHOOL YEAR.

**185. MILITARY/COLLEGE RECRUITMENT – HIGH SCHOOL STUDENT ONLY**

THE 'NO CHILD LEFT BEHIND' ACT OF 2001 REQUIRES SCHOOL DISTRICTS TO PROVIDE, UPON REQUEST, THE NAMES, ADDRESSES AND PHONE NUMBERS OF JUNIORS AND SENIORS TO MILITARY RECRUITERS, COLLEGES AND UNIVERSITIES. IF YOU DO NOT WANT THE SCHOOL DISTRICT TO PROVIDE INFORMATION ABOUT YOUR STUDENT TO EITHER THE MILITARY OR COLLEGES AND UNIVERSITIES, YOU HAVE THE OPPORTUNITY TO "OPT OUT". IN ORDER TO DO SO, YOU MUST CHECK NEXT TO ONE OR BOTH OF THE FOLLOWING CATEGORIES:

☐ No Military Recruiters ☐ No College Recruiters

**SIGNATURE OF PARENT/GUARDIAN** – PLEASE NOTIFY THE SCHOOL OFFICE IF THE INFORMATION ON ANY OF THESE PAGES CHANGES.

**DATE**

X



### MEDICATION AUTHORIZATION FORM

**Student:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I request that the below listed medication(s) be administered to my child during the school day per Beaverton School District medication policy. I have been offered the Medication Information for Parents.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Daytime Phone(s)

\_\_\_\_\_  
Signature of staff receiving medication

|  |                               |                             |
|--|-------------------------------|-----------------------------|
| <b>Medication:</b> _____                             | <b>Dose:</b> _____            | <b>Time(s) given:</b> _____ |
| <b>Prescription Medication Amount Counted:</b> _____ | <b>Staff Initial:</b> _____   | <b>Exp. Date:</b> _____     |
| <b>Purpose:</b> _____                                | <b>Additional Info:</b> _____ |                             |

|  |                               |                             |
|--|-------------------------------|-----------------------------|
| <b>Medication:</b> _____                             | <b>Dose:</b> _____            | <b>Time(s) given:</b> _____ |
| <b>Prescription Medication Amount Counted:</b> _____ | <b>Staff Initial:</b> _____   | <b>Exp. Date:</b> _____     |
| <b>Purpose:</b> _____                                | <b>Additional Info:</b> _____ |                             |

|  |                               |                             |
|--|-------------------------------|-----------------------------|
| <b>Medication:</b> _____                             | <b>Dose:</b> _____            | <b>Time(s) given:</b> _____ |
| <b>Prescription Medication Amount Counted:</b> _____ | <b>Staff Initial:</b> _____   | <b>Exp. Date:</b> _____     |
| <b>Purpose:</b> _____                                | <b>Additional Info:</b> _____ |                             |

**Comments:** (additional medication sign-in, medication sign-out, parent contact, and other documentation)

**Date/Information/Staff initials:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

01/2012





**SELF-ADMINISTRATION MEDICATION AUTHORIZATION**

Student: \_\_\_\_\_ ID#: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

MEDICATION: \_\_\_\_\_ DOSE: \_\_\_\_\_

Self-medication of **prescription** medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access. Self-medication of nonprescription medication is only allowed for **GRADES 9-12**.

- Student will self-administer this medication only as needed.
- Student will not share this medication with another person.
- Student will carry only the amount of medication needed for a school day, if possible.
- Medication will be kept in its appropriately labeled, original container.
- Nonprescription medication will have the student's name affixed to the original container. **THIS APPLIES ONLY TO STUDENTS IN GRADES 9-12.**
- Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Non-injectable Medicines to students.
- Student may be subject to discipline, up to and including expulsion, as appropriate.

➤ **I have read and agree to the above criteria and give permission for my child to carry and self-administer his/her medication.**

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building administrator signature

\_\_\_\_\_  
Date

➤ **Physician permission is required for self-administration of all prescription medications. Such permission may be indicated on the prescription label.**

\_\_\_\_\_  
Physician signature

\_\_\_\_\_  
Date

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01/2012



September 2011

## **Google Apps for Education Permission Form**

Dear Parents/Guardians,

The Beaverton School District utilizes Google Apps for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

### **The following services are available to each student and hosted by Google as part of Beaverton School District's online presence in Google Apps for Education:**

**Mail** - an individual email account for school use managed by the Beaverton School District

**Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments

**Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

**Sites** - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others. For more information about Beaverton School District's Google Apps for Education implementation, please visit <http://www.beaverton.k12.or.us/home/students/google>.

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### **Technology use in the Beaverton School District is governed by federal laws including:**

#### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Beaverton School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

#### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy JOA) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

**Guidelines for the responsible use of Google Apps for Education by students:**

1. **Official Email Address.** All students will be assigned a *username@bsd48.org* email account. This account will be considered the student's official BSD email address until such time as the student is no longer enrolled with the Beaverton School District.
2. **Prohibited Conduct.** Please refer to the Board Policy IIBGA, Administrative Regulation IIBGA-AR, and the Consistent Discipline Handbook.
3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Beaverton School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. **Security.** Beaverton School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Beaverton School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the *username@bsd48.org* Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

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**Beaverton School District**

*Google Apps for Education Permission Form for Student Email, Online Documents, Calendar, and Sites*

**By signing below, I confirm that I have read and understand the following:**

Under FERPA and corresponding Oregon law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the Beaverton School District by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

\_\_\_\_ **YES**, I give permission for my child to be assigned a full Beaverton School District Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar, and Sites.

\_\_\_\_ **NO**, I do not give permission for my child to be assigned a full Beaverton School District Google Apps for Education account. This means my child will NOT receive an email account or access to Google Docs, Calendar, and Sites.

Student Name: (Print) \_\_\_\_\_

Student ID # (if known): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return this form with the rest of the enrollment packet.

## Appendix B – Student Parent Resource Handbook – Education Records

### ■ Beaverton School District

and drama productions, rally, speech team, student government) if debts are not paid.

- Utilize a private collection agency to collect the debt.
- Waive the debt if the District determines that the student or the parent or guardian is unable to pay, payment of the debt could impact the health or safety of the students, the cost of providing notice exceeds the amount of the debt, or there are other mitigating circumstances.

Students should return all resource materials and school equipment promptly and in acceptable condition. Students should promptly pay all fees, fines, and debts to the District (e.g., library charges, textbooks, locks, athletic equipment) in order to avoid withholding of grade reports, diploma (including participating in graduation ceremony), and records as well as the other consequences listed above.

### EDUCATION RECORDS

#### Policy Reference:

JO – [\*Education Records\*](#)

JOA – [\*Directory Information\*](#)

JOB – [\*Personally Identifiable Information\*](#)

#### Education Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within a reasonable period of time and without unnecessary delay and in no case more than 45 days after the District receives a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of the privacy or other rights of the student.
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.

The Beaverton School District is authorized to disclose information contained in the student’s education records to school officials with legitimate educational interests. A school official is: a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement/school resource officers); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task, including but not limited to an attorney, auditor, medical, educational or other consultant, or therapist; or 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.

“**Legitimate Education Interest**” is defined as a direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District, or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student’s family.

“**Directory Information**” is personally identifiable information that is contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Subject to this definition, the District has designated the following personally identifiable information in a student’s record as “directory information” and will disclose this information without prior written parental or eligible student consent: student’s name; student’s address; student’s home telephone listing; student’s image (ex, photo, print, video); student’s teacher(s), class(es), and/or classrooms(s); student’s current grade level; student’s gender; parent(s) name; parent(s) e-mail address; date and place of birth; major field of study; participation in officially recognized sports and activities; weight and height of athletic team members; dates of attendance; degrees or awards received; most recent previous school or program attended.

In addition to the above, the District releases the names, addresses, and telephone listings of students to military recruiters for any branch of the United States Armed Forces, or to an institution of higher learning, that requests such information, unless the secondary student

## ■ Beaverton School District

or parent requests that such information not be released without prior parental consent.

The Beaverton School District will otherwise keep education records confidential in compliance with federal and state education records laws. Federal and state education records laws include various exceptions to confidentiality and Beaverton School District will disclose personally identifiable information from education records pursuant to those exceptions.

**Parent(s)/Guardian(s) or eligible students shall notify your school principal in writing within 15 days of receipt of this notice if they DO NOT WANT DIRECTORY INFORMATION RELEASED without their consent.**

### **Release of Personally Identifiable Information**

Personally identifiable information from education records shall not be released without prior written consent of the eligible student or student's parent/guardian(s) except as permitted by state and federal laws pertaining to education records.

**ORS 336.187** requires a school district to disclose personally identifiable information, allowed to be disclosed by the federal Family Educational Rights and Privacy Act (FERPA), to court and state and local juvenile justice agencies. Disclosure under this exception must relate to the court's or juvenile justice agency's ability to serve the needs of a student prior to the student's adjudication.

**Oregon Administrative Rule 581-21-0240**, and corresponding District policy, required that we disclose personally identifiable information from education records to comply with a lawfully issued subpoena. Though your consent is not required as a matter of law, we are required to make a reasonable effort to notify the parent/guardian in advance of compliance with the subpoena. Such advance notice shall provide the parent/guardian with adequate time to petition the court or attorney issuing the subpoena with their objection to the subpoena.

4. The right to file a complaint with the U.S. Department of Education concerning alleged

failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **Student Education Records - Definition**

Student education records are those records that are directly related to a student and maintained by the District, or by a party acting for the District.

The District shall keep and maintain a permanent record on each student which includes the:

- A. Name and address of educational agency or institution;
- B. Full legal name of the student;
- C. Student birth date and place of birth;
- D. Name of parents/guardians;
- E. Date of entry in school;
- F. Name of school previously attended;
- G. Courses of study and marks received;
- H. Credits earned;
- I. Attendance;
- J. Date of withdrawal from school;
- K. Voluntary social security number; and,
- L. Such additional information as the District may prescribe. The District may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. Compliance with this request is on a voluntary basis.

## **Transferring Education Records**

The District shall, subject to **ORS 339.260**, transfer all student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is made to the District. The transfer shall be made no later than ten days after receipt of the request. A copy of the education records to be transferred shall be retained by

the District in accordance with the following schedule:

- A. Records that the District determines by policy to be permanent records in accordance with **OAR 581-21-250 (l)** (i) shall be retained permanently.
- B. All records that show compliance with federal program requirements shall be retained for five years following the school year in which the records were created;
- C. All other records except minor referrals and supporting materials as described below shall be retained for three years following the school year in which the records were created;
- D. Minor behavior referrals from staff, records of conversations, parent notes regarding student behavior, written behavioral agreements between the student and school, detention records, bus citations and other written descriptions of minor behavioral infractions which will not result in the identification of a student for special education services or the suspension/expulsion of the student shall be retained until the school year ends.

### Request for Amendment of Student's Education Record

If an eligible student or student's parent(s) believe the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy or other rights, he/she may ask the building level principal where the record is maintained to amend the record. The principal shall decide, after consulting with the necessary staff, whether to amend the record as requested within a reasonable time after the request to amend has been made. The request to amend the student's education record shall become a permanent part of the student's education record.

If the principal decides not to amend the record as requested, the eligible student or the student's parent(s) shall be informed of the decision and of his/her right to appeal the decision by requesting a hearing.

### Student Record Rights of Parents & Eligible Students

The District annually notifies parents and eligible students through this Beaverton School District *Student Parent Resource Handbook* of their rights. This notification states that the parent(s) or eligible student has a right to:

- A. Inspect and review the student's education records;
- B. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- C. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- D. Pursuant to **OAR 581-21-410**, file with the United States Department of Education a complaint under 34 CFR Part 99.64 concerning alleged failures by the District to comply with the requirements of federal law; and
- E. Obtain a copy of the District policy with regards to student education records.

Parents or eligible students may request that the District forward education records requested under **OAR 581-021-0250 (l) (m) and (p)** within ten days of receiving the request. District policy is located at the Administration Center, 16550 SW Merlo Road, Beaverton, Oregon 97006, and copies may be obtained from the Administrators for School Programs or from the Administrator for Special Education. Requests may be made in person or by mail.

These rights shall be given to either parent unless the District has been provided with specific written evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

When a student becomes an eligible student, which is defined as a student who has reached 18 years of age or is attending only an institution of post secondary

■ Beaverton School District

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education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student.

### Student Record Rights of Parents & Eligible Students to Inspect and Review

The District shall permit an eligible student or student's parent(s) or a representative of a parent or eligible student, if authorized in writing by the eligible student or student's parent(s), to inspect and review the education records of the student, unless the education records of a student contains information on more than one student. In that case the eligible student or student's parent(s) may inspect, review or be informed of only the specific information about the student.

The District shall not destroy any education records if there is an outstanding request to inspect and review the education record.

While the District is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in **OAR 581-21-220 (6) (b) (D)**, the eligible student or student's parent(s) may, at his/her expense, have those records reviewed by a physician or other appropriate professional of their choice.

If an eligible student or student's parent(s) so requests, the District shall give the eligible student or student's parent(s) a copy of the student's education record. The District may recover a fee for providing a copy of the record, but only for the actual costs of reproducing the record. The District shall not provide the eligible student or student's parent(s) with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes [(ORS 192.501 (4))].

The District may deny a request for a copy or copies of the education record when the District believes that a legitimate cause exists for such a denial, including, but not limited to, a request to copy the education record that would require the education record to be copied off District property or copied by an individual other than District personnel.

### Protection of Pupil Rights Amendment and the Elementary & Secondary Education Act (ESEA)

The Protection of Pupil Rights Amendment (PPRA) (20 USC Sec. 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education. PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with a Department of Education-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any Department of Education-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his / her family;
  3. Sexual behavior and attitudes;
  4. Illegal, antisocial, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parents; or
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the Department of Education by writing the Family Policy



## FORMAL ACKNOWLEDGEMENT OF STUDENT PARENT RESOURCE HANDBOOK REVIEW

We, the undersigned, understand that the Student Parent Resource Handbook (SPRH) contains information for parents, guardians and students. We acknowledge that we have reviewed the SPRH located online at [www.beaverton.k12.or.us](http://www.beaverton.k12.or.us) Select “handbooks and forms”. A copy of the SPRH is available upon request at my student’s school office.

We are aware that the SPRH contains information and policies for our review. We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in the SPRH. We further understand that failure to return this acknowledgement form does not excuse any individual from complying with the SPRH, Beaverton School District policies, regulations and guidelines.

We are aware that the Beaverton School District reserves the right at any time to add to the policies, regulations and behavioral standards contained in the SPRH.

Please sign below and return this form to the school to insure that all parents, guardians and the student have read the policies and agree to abide by them. Please return this form to the school by **the first day of school or within two weeks of enrollment for new students.**

DATE: \_\_\_\_\_ STUDENT ID NO.: \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_

PRINT NAME OF STUDENT: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_

PRINT NAME OF PARENT/GUARDIAN: \_\_\_\_\_



## Appendix C – Board Policies Relating to Student Education Records

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| Beaverton School District |
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Code: **EH**  
Adopted: 4/6/09

### Electronic Data Management

The superintendent or designee will provide for the preparation and maintenance of district records and reports and other records and reports as are required by law.

Electronic records will be kept in accordance with administrative regulations as prescribed in administrative regulation EH-AR – Electronic Data Management.

The district will comply with all other state and federal laws and regulations concerning the custody and maintenance of public records.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.001](#) - 192.505  
[ORS 192.650](#)  
[ORS 326.565](#)  
[ORS 326.575](#)  
[ORS 336.187](#)

[OAR 166-405-0010](#) to 166-415-0010  
[OAR 581-015-0055](#)  
[OAR 581-022-1610](#)  
[OAR 581-022-1660](#)

[OAR 581-023-0006](#)  
[OAR 581-053-0008](#)

## Beaverton School District

Code: **JO**  
Adopted: 6/1/09  
Revised/Readopted: 4/3/12

### Education Records \*\*

1. Education records are those records maintained by the District that are directly related to a student.
2. 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. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education.
3. The District shall maintain confidential education records of students in a manner that conforms with state and federal laws and regulations.
4. 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.
5. The District annually notifies parents 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.
6. The District will develop regulations for the maintenance, access and release of education records as well as for preserving confidentiality and for challenging the content of those records.

The District shall comply with a request from parents or an adult student to inspect and review records without unnecessary delay. Upon request, the District will provide parents or an adult student a list of the types and locations of education records collected, maintained and used by the District. The District must give parents of children with disabilities an opportunity to examine all student education records in accordance with OAR 581-021-0220 through 581-021-0440. This includes all education records with respect to the identification, evaluation, and educational placement of the child and the provision of a free appropriate public education to the child. Unless authorized by federal law, the District will provide parents a copy of the student's education record, with the exception of copies of test protocols, test questions or other documents as described in ORS 192.50 (4). The District will respond to reasonable requests for explanations and interpretations of the records.

The District annually notifies parents of all students, including adult students, currently in attendance that they have the 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 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.

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 notifies 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.

The District may impose a fee for the copy of an educational record unless this fee would effectively bar a parent or eligible student from inspection of the record.

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**

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|                |                                  |
|----------------|----------------------------------|
| ORS 30.864     | OAR 166-405-0010 to 166-415-0010 |
| ORS 107.154    | OAR 581-021-0220 to -0430        |
| ORS 326.565    | OAR 581-022-1660                 |
| ORS 326.575    | OAR 581-022-1670                 |
| ORS 339.270    |                                  |
| ORS 343.177(3) |                                  |

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 (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006).  
Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300-501 (2006).

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| <b>Beaverton School District</b> |
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Code: JOA  
Adopted: 9/8/97  
Readopted: 5/9/05,  
11/13/06, 12/11/06  
4/6/09

**DIRECTORY INFORMATION\*\***

Directory information means those items of personally identifiable information contained in a student education record which are not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public only after the District has given the required annual public notice:

- Student's name;
- Student's address;
- Student's provided home telephone listing;
- Student's image (ex. Photo, print, video);
- Student's teacher(s), class(es) and/or classroom(s);
- Student's current grade level;
- Student's gender;
- Parent(s) name;
- Parent(s) email address;
- Date and place of birth;
- Major field of study;
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- Dates of attendance;
- Degrees or awards received;
- Most recent previous school or program attended.

PUBLIC NOTICE

The District will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the District's option to release such information and the requirement that the District must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

EXCLUSIONS

Exclusions from directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the

principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice.

Directory information shall be released only with administrative direction.

Directory information considered by the District to be an invasion of privacy to the student will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number or student identification number be considered directory information.

END OF POLICY

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Legal References:

[ORS 30.864](#)

[ORS 107.154](#)

[ORS 326.565](#)

[ORS 326.575](#)

[ORS 336.187](#)

[ORS 339.260](#)

[OAR 581-021-0220 to -0430](#)

[OAR 581-022-1660](#)

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 (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2008).

No Child Left Behind Act of 2001, 20 U.S.C. § 7908 (2006).

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| <b>Beaverton School District</b> |
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Code: JOB  
Adopted: 9/8/97  
Revised/Readopted: 11/13/06  
4/6/09

### **PERSONALLY IDENTIFIABLE INFORMATION**

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of the student's parent(s) or other family member;
3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;
4. Personal identifier such as the student's social security number or student ID number;
5. A list of personal characteristics that would make the student's identity easily traceable;
6. Other information that would make the student's identity easily traceable.

#### **Prior Consent to Release**

Personally identifiable information will not be released without prior written and dated consent of the parent, student 18 years or older or emancipated.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the district will provide a copy of the disclosed record.

#### **Exceptions to Prior Consent**

The district may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the District who have legitimate educational interests;
2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;

3. To personnel of another school, another district, state regional program, or institution of post-secondary education where the student seeks or intends to enroll;
4. To personnel connected with an audit or evaluation of federal or state education programs or the enforcement of or compliance with federal or state legal requirements of the district;
5. To personnel determining a financial aid request for the student;
6. To personnel conducting studies for or on behalf of the District;
7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. By request of a parent of a student who is not 18 years of age;
11. By request of a student who is 18 or older or emancipated;
12. Because information has been identified as "directory information".
13. To the courts when legal action is pending;
14. To a court and state and local juvenile justice agencies.

In accordance with the Family Educational Records and Privacy Act ("FERPA"), for the purposes of the release of information, the term Personnel shall include "other school officials" as that term is used in FERPA §§ 99.7(a)(3)(iii) and 99.31(a)(1) and as interpreted by the Family Policy Compliance Office, and shall be defined as all persons employed by or under contract with the District to perform specific tasks to further legitimate educational interests.

END OF POLICY

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**Legal References:**

[ORS 30.864](#)  
[ORS 107.154](#)  
[ORS 326.565](#)  
[ORS 326.575](#)  
[ORS 336.187](#)

[ORS 339.260](#)

[OAR 581-021](#)-0220 to -0430

[OAR 581-022](#)-1660

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 (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006).