

JR STUDENT RECORDS

Required student records (regular and special education) will be prepared in a manner consistent with State and federal laws, the requirements of the Arizona Uniform System of Financial Records (U.S.F.R.) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the U.S.F.R., the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the Every Student Succeeds Act of 2015 (ESSA) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing the parent/legal guardian, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

If a parent/legal guardian or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number: (202) 260-3887

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, ESSA, and with federal regulations issued pursuant to such act.

Annual Notification

Within the first three (3) weeks of each school year, the District will publish in a District communication a notice to the parent/legal guardian and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent/legal guardian of new students enrolling after school begins [34 C.F.R. 99.7]. The District will arrange to provide translation

of the notice to non-English-speaking parents/legal guardians in their native language or mode of communication [34 C.F.R. 300.9]. The notice shall inform the parent/legal guardian of:

- The right of the parent/legal guardian or an eligible student to inspect and review the student's education records.
- The intent of the District to limit the disclosure of personally identifiable information contained in a student's education records, including disciplinary records, except by the prior written consent of the parent/legal guardian or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the ESSA.
- The right of the parent/legal guardian or eligible student to seek to correct parts of the school education records that the student or the parent/legal guardian believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's/legal guardian's or eligible student's request.
- The right of the parent/legal guardian or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.

The parent/legal guardian and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613]. The notice shall also include:

- The procedure for exercising the right to inspect and review education records.
- The procedure for requesting amendments of education records that the parent/legal guardian or eligible student believe to be inaccurate, misleading or otherwise a violation of the student's privacy rights.
- The conditions when prior consent is not required, the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

Directory Information

- A. **Except as provided in subsection B of A. R.S. 15-142, a school may only disclose directory information relating to students, in accordance with state and federal law, if the school first notifies the parent/legal guardian or eligible student of all of the following:**

1. The types of information that the school will designate as directory information.
 2. The right of the parent/legal guardian or eligible student to refuse the school's designation of any or all of the types of information about the student as directory information.
 3. The period of time within which a parent/legal guardian or eligible student must notify the school in writing that the parent/legal guardian or eligible student does not want any or all of the types of information about the student designated as directory information.
- B. Except as required by state or federal law, a school may not disclose the address, telephone number or email address of a student unless either:
1. The parent/legal guardian or eligible student has affirmatively consented in writing to the disclosure; or
 2. The parent/legal guardian or eligible student has not opted out of the disclosure pursuant to subsection A of A.R.S. 15-142 and the disclosure either:
 - a. To one (1) or more students who are enrolled in the school and for educational purposes; or
 - b. To school employees for school business purposes.

Definition

For the purposes of this section, "eligible student" means a student who is at least eighteen (18) years of age or is emancipated.

Adopted: ~~September 26, 2017~~ June 24, 2025

LEGAL REF.:

A.R.S.

[15-102](#)

[15-141](#)

[15-142](#)

[15-828](#)

[15-829](#)

[25-403.06](#)

[44-1373](#)

10 U.S.C. 503

20 U.S.C. 1232

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 6301 *et seq.* Every Student Succeeds Act of 2015

20 U.S.C. 7908

34 C.F.R. 300

CROSS REF.:

[IHB](#) - Special Instructional Programs

[JF](#) - Student Admissions

[JFAB](#) - Admission of Nonresident Students

[JLH](#) - Missing Students

[JRCA](#) - Request for Transfer of Records