
It shall be the policy of the Board of Education to protect the confidentiality of personally identifiable information in student records against all persons except when specifically authorized release is granted in writing by the parent or eligible student pursuant to subpoena or judicial order and as otherwise specified by federal or state laws. Further, the parent or legal guardian or eligible student shall have right of access and right of hearing to challenge the content of records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records.

All information in the student record shall be as objective as possible or be based on unbiased non-discriminatory professional observation or judgment.

Directory information may be released after designation of such items of information through public notice and with reasonable time for challenge.

TRANSFER OF STUDENT RECORDS

Definition

Student records – information about students recorded or collected in any format by local school systems or individual schools that may include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions and/or academic progress.

Requirements

1. After receiving a written request for student records from a public school, the local school system from which the records are requested shall mail or otherwise deliver within a period of no more than 15 calendar days a copy of all requested student records to the school system or school to which a student has transferred. Additional requirements for transfer of records of students in special education programs are specified in Rules 160-4-7-.06 (Confidentiality of Personally Identifiable Information) and 160-4-7-.10 (Relations with Other Agencies).
2. Each school system or school from which the records are requested shall maintain copies of all student records for the minimum period of time required by the Common Records Schedules for School Systems or the local Board of Education records retention plan.

ADOPTED: August 2, 2001

Cross Ref.:

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Public Use of School Records

Cherokee County Board of Education