

CPSB POLICY JS

ACCESS TO RECORDS

1. The parent or legal guardian of a student will have access to student records upon written request to the principal maintaining those records within the school system.

If the student is eighteen (18) years or older, only the student has the right to determine who, outside the school system, has access to his/her records.

The parent, legal guardian or student, if the student is 18 or over, will, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the normal appeal procedures established by Board policy will be followed.

2. School personnel having access to those data are defined as any person or persons under contract to the system and directly involved in working toward either the affective or cognitive goals of the system.

RELEASE OF INFORMATION OUTSIDE THE SCHOOL SYSTEM

1. To release student records to other schools or school systems in which the student intends to enroll, the parents, legal guardian or the student, if he/she is eighteen (18) years or over, must be notified of the transfer and the kinds of information being released. They shall receive a copy of such information if it is requested in writing and shall have the opportunity to challenge that record as described above.
2. Those data may be released to State Education and other governmental agencies only if the names and all identifying markings are removed to prevent the identification of individuals.
3. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian or the student if he/she is 18 or older. Such consent form shall state which records shall be released, to whom they shall be released and the reason for the release. A copy of the student record being sent shall be made available to the person signing the release forms if he/she so desires.
4. The District will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

If the record involves answers to a standardized test, the District will not provide a parent a copy of standardized test questions.

5. Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records shall not exceed forty-five (45) days from the date of request, or ten (10) business days from the date of a written request by any authorized individual of an educational facility operated within any correctional or health facility in or out of Louisiana.
6. Student records shall be furnished in compliance with judicial orders, or pursuant to any lawfully issued subpoena if the parents, legal guardian and students are notified in advance.
7. All authorizations for release of information shall be filed in the student cumulative folder.

8. The School Board and employees may disclose education records or information from education records, *without the consent* of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials. Disclosure of such records or information shall be in accordance with the following provisions:
 - a. Disclosure of education records or information from education records shall *only* be made to state or local law enforcement officials or to other officials within the juvenile justice system.

Verification of the official's position may need to be made before the disclosure of records or information.
 - b. The disclosure of the education record or information must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or information is to be disclosed.
 - c. The officials to whom the records or the information are disclosed shall certify in writing that that person, and any agency or organization with which that person is affiliated, shall keep the personally identifiable portions of the records or the information confidential and shall not disclose the personally identifiable portions of the records or the information to any person, agency, or organization except a person, agency, or organization within the juvenile justice system having an independent right to the information.
 - d. Any other provisions necessary to comply with federal law or rules.

REVIEW OF STUDENT RECORDS BY THE PARENT

1. Schools shall provide for the review of student records by parents or guardians. Parents and students shall be given notification of their right to review the student records.
2. A parent or guardian who desires to review his/her child's record shall contact the school for an appointment. A conference shall be scheduled as soon as possible, not to exceed one month. The disclosure record shall be completed at the time of the conference.

Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.
3. The record shall be examined by the parent in the presence of the principal or a designated professional person.

The principal or a designated professional person shall provide the parent an opportunity to raise questions regarding information on the records.

A record of the review shall be made on the disclosure record.
4. If the parent or guardian requests a hearing to challenge information contained in the student's folder, a written request for the hearing shall be made and a hearing scheduled for a date not less than three (3) working days or more than two (2) weeks from the date of the requests.
 - a. The hearing shall be held with the principal and the parent or guardian at the scheduled time.
 - b. If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to the Superintendent or designee(s).

- c. The parent or guardian shall request the appeal in writing to the Superintendent. Upon receipt of said request, the Superintendent shall schedule a hearing within ten (10) working days following receipt of the parent's request. The date, time and place of the review hearing shall be sent to the parent or guardian by United States registered or certified mail, return receipt requested.
5. At the review hearing:
- a. The Superintendent or designee shall preside;
 - b. The parent or guardian and the principal shall be present. The student shall be present if requested by the parent or guardian or school official;
 - c. The decision of the hearing shall be communicated to the school and parent or guardian in writing within ten (10) working days;
 - d. The parent shall have the right to file a dissenting statement concerning the hearing; such statement shall become part of the student's cumulative folder.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the District maintains, their location, and their custodians.

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	School	School principal
Cumulative School Records (former students)	School	School principal
Health Records	School	School principal
Speech Therapy Records	Office of Education for the Handicapped	Supervisor of Speech
Psychological Records	Office of Education for the Handicapped	Supervisor of Pupil Appraisal
School Transportation Records	Transportation Records Office	Director of Transportation
Special Test Records	School/District Administrative Office	School principal/District Administrative Office
*Occasional Records	School	School principal

*Student education records not identified above, such as those in Superintendent's Office, in the school attorney's office, or in the possession of teachers

DEFINITIONS

Student - any person who attends or has attended a school in the District.

Eligible Student - a student or former student who has reached age 18 or is attending a post-secondary school.

Parent - either a natural parent of a student, a guardian, or an individual acting as a parent in the absence of the student's parent or guardian.

Education Records - any record (in handwriting, print, tapes, film, or other medium) maintained by the District or an agent of the District which is directly related to a student, except:

1. A personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other persons except the maker's temporary substitute.
2. An employment record which is used only in relation to a student's employment by the District.
3. Alumni records which contain information about a student after he or she is no longer in attendance at the District and the records do not relate to the person as a student.

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Ref: 20 U.S.C. '1232 (g-i) (Family Educational Rights and Privacy Act), 34 CFR 99.1-99.67; 20 U.S.C.7908; La. Rev. Stat. Ann. "17:81, 17:1955; Board minutes, 6-2-92, 10-5-93, 5-7-02, 6-3-03.

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