

1 **Charlo School District**

2  
3 **STUDENTS**

3600F1  
page 1 of 4

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5 Student Records

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7 Notification to Parents and Students of Rights Concerning a Student's School Records

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9 *This notification may be distributed by any means likely to reach the parent(s)/guardian(s).*

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11 The District will maintain two (2) sets of school records for each student: a permanent record  
12 and a cumulative record. The permanent record will include:

- 13  
14 Basic identifying information  
15 Academic work completed (transcripts)  
16 Level of achievement (grades, standardized achievement tests)  
17 Immunization records (per § 20-5-506, MCA)  
18 Attendance record  
19 Record of any disciplinary action taken against the student, which is educationally related  
20

21 The cumulative record may include:

- 22  
23 Intelligence and aptitude scores  
24 Psychological reports  
25 Participation in extracurricular activities  
26 Honors and awards  
27 Teacher anecdotal records  
28 Verified reports or information from non-educational persons  
29 Verified information of clear relevance to the student's education  
30 Information pertaining to release of this record  
31 Disciplinary information  
32

33 The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students  
34 over eighteen (18) years of age ("eligible students") certain rights with respect to the student's  
35 education records. They are:

- 36  
37 1. **The right to inspect and copy the student's education records, within a reasonable**  
38 **time from the day the District receives a request for access.**

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40 Students less than eighteen (18) years of age have the right to inspect and copy their  
41 permanent record. Parents/guardians or students should submit to the school principal (or  
42 appropriate school official) a written request identifying the record(s) they wish to  
43 inspect. The principal will make arrangements for access and notify the parent(s)/  
44 guardian(s) or eligible student of the time and place the records may be inspected.  
45

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. **The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative 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 unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) 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.

A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to

inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

Student's name  
Address  
Telephone listing  
Electronic mail address  
Photograph  
Date and place of birth  
Major field of study  
Dates of attendance  
Grade level  
Enrollment status (e.g., undergraduate or graduate; full-time or part-time)  
Participation in officially recognized activities and sports  
Weight and height of members of athletic teams  
Degrees  
Honors and awards received  
Most recent educational agency or institution attended

*Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering written objection to the building principal within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.*

6. **The right to request that that information not be released to military recruiters and/or institutions of higher education.**

1 Pursuant to federal law, the District is required to release the names, addresses, and  
2 telephone numbers of all high school students to military recruiters and institutions of  
3 higher education upon request.  
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5 Parent(s)/guardian(s) or eligible students may request that the District not release this  
6 information, and the District will comply with the request.  
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8 **7. The right to file a complaint with the U.S. Department of Education, concerning**  
9 **alleged failures by the District to comply with the requirements of FERPA.**  
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11 The name and address of the office that administers FERPA is:  
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13 Family Policy Compliance Office  
14 U.S. Department of Education  
15 400 Maryland Avenue, SW  
16 Washington, DC 20202-4605