

## STUDENT RECORDS

It is the policy of Millwood Board of Education that the principal of each school will be the legal custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

The educational records or school records include all materials directly related to a student which a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. State and national educational organizations which require student data for confidential research and statistical purposes are exempted from the parental consent prerequisite. An exemption also exists for material under court order. Parents must be notified of such order.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applications.

Reference: 34 CFR99.1  
20 USC 1232