

STUDENT RECORD INFORMATION

The parent / guardian or adult student has the right to:

1. Inspect or have a representative review all education records which are collected, maintained, or used by the school. Please contact the school to set up an appointment in advance to complete this review.
2. Request from school staff an explanation and interpretation of school records.
3. Receive one free copy of the student's educational records.
4. Receive upon request a list of types and locations of education records collected, maintained or used by the school district.
5. Request in writing that the school amend information in the education records that the parent believes to be inaccurate, misleading or in violation of the privacy of the student. If the school district decides to refuse to amend the information, the parent will be informed in writing of the refusal and advised of the right to request a hearing to challenge the information in the education record.

Release of student information or transfer of school records may take place only with the informed written consent of the parent \ guardian or adult student.

Further information or clarification of parent's rights and confidentiality of student records may be obtained by contacting your Building Principal or the Director of Special Services.