



## NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

*Dear Parent/Guardian:*

*The "Family Education Rights and Privacy Act of 1974" (PL 93-380) requires that parents, legal guardians, and eligible 18-year old students have the right to inspect and review any and all official records, files, and data related to the student. These include all material that is incorporated into each student's cumulative record folder...specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement, attendance data, scores on standardized and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observation, and verified reports of serious or recurrent behavior patterns. Alleged violations of this act may be reported to the United States Department of Health, Education and Welfare.*

### Maintenance of Records (E.C. 10935)

A log shall be maintained for each pupil's record, which lists all persons or organizations, requesting or receiving information from said record. Requests for access to the log should be directed to the school administrative assistant.

### Grades (E.C. 10937)

The grade given to each pupil shall be the grade determined by the teacher and, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. Failure to wear standardized physical education apparel, which arises from circumstances beyond the control of the pupil, shall not adversely affect said pupil's grade.

### Pupil's Progress (E.C. 10938)

Each school district shall prescribe regulations requiring the evaluation of each pupil's achievement for each marking period and requiring a conference with or a written report to the parent whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent to attend the conference or to respond to the written report shall not preclude failing the pupil at the end of the grading period.

### Transfer of Records (E.C. 10939)

Any school district requesting transfer of a pupil's record for purposes of enrollment shall notify the parent of his/her right to receive a copy of the record and challenge the content of the record.

#### Inspection of Records (E.C. 10940)

Pupil records are available for review during regular school hours. Requests for access should be directed to the school administrative assistant and must be granted within five days following the date of the request.

#### Written Request for Removal of Records (E.C. 10941)

Following inspection and review of the pupil's record, the parent may file a written request with the school administrative assistant to remove any information, which the parent alleges to be inaccurate, misleading or inappropriate. The School Board may convene a hearing panel to analyze the parental request for the removal of pupil-related information provided that the parent has given written consent for release of said information to the members of the panel.

#### Parent's Statement Regarding Disciplinary Action (E.C. 10943)

Whenever information concerning any disciplinary action is included in a pupil's record, the school district shall allow the pupil's parents to include a written statement or response concerning the disciplinary action.

#### Directory Information (E.C. 10944)

Directory information, which includes one or more of the following items: student's names, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student may be released according to local policy as to any pupil, provided that notice is given annually of the categories of information to be released and of the recipients of said information. No directory information shall be released regarding any student when a parent has notified the school that such information shall not be released.

#### Release of Statistical Data (E.C. 10945)

A school may release statistical data when such action would be in the best educational interests of pupils and provided that no pupil may be identified.

#### Release of Records (E.C. 19046)

A school may permit access to pupil records to any person for whom the parent of the pupil has executed written consent specifying the records to be released and identifying the party to whom the records may be released. The recipient must be notified that the transmission of the information to others is prohibited. The consent notice shall be permanently kept with the pupil's record file.

#### Access Without Written Consent (E.C. 10947, 10948, 10949)

School personnel with legitimate educational interests, school of intended enrollment, specified federal and state educational administrators, and those who provide financial aid are entitled to access to pupil records without parental consent. Access may also be obtained without parental consent pursuant to court order.