

# Students

## Student Record Confidentiality

5125.1

pg. 1 of 3

Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process.

The Board of Education recognizes the legal requirements to maintain the confidentiality of student records. Such confidentiality shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

For the purposes of this policy:

"Parent" means a natural or adoptive parent, a legal guardian, or an individual acting as a parent in the absence of a parent or guardian. If parents are divorced or legally separated, the parent granted custody and the parent not granted custody of a minor child both have the right of access to the academic, medical, hospital, or other health records of the child, unless a court order prohibits access. Whenever a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardians of the student shall thereafter only be required of, and accorded to, the student.

"Student record" means any item of information directly related to an identifiable student, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his/her duties, whether recorded in handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. Student records include information relative to an individual student gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained. Any information maintained for the purpose of review by a second party is considered a student record.

"Student record" shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute.

"Substitute" means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.

# Students

## Student Record Confidentiality - continued

5125.1  
pg. 2 of 3

"School official" means a person employed by the District as an administrator, supervisor, instructor, support staff member, health or medical staff, and law enforcement personnel.

The Superintendent shall ensure that requirements under federal and state statutes shall be carried out by the district. He/she will develop procedures for the following:

1. Informing parents or eligible students of their rights to inspect and review the student's educational records,
2. Explaining circumstances in which the district deems it has a legitimate cause to deny a request for a copy of such records;
3. Providing a schedule of fees for copies;
4. Listing the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records.
5. Disclosing personally identifiable information from a student's education record will be allowed under the following guidelines:
  - a. Information will be provided as to whether the school will disclose personally identifiable information to other school officials within the school who have been determined by the school to have "legitimate educational interests";
  - b. The principal has received prior written consent of the parent/guardian or the student if 18 years old, or as permitted by administrative regulations.
  - c. A description of the personally identifiable information to be designated as directory information will be provided.
6. Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent to inspect that record.
7. Providing a parent with an opportunity to seek the correction of the student's education records through a request to amend the records or for a hearing, and permitting the parent or an eligible student to place a statement in the education records of the student.

# Students

## Student Record Confidentiality - continued

5125.1  
pg. 3 of 3

8. Guaranteeing access to student records to authorized persons within five days following the date of request.
9. Assuring security of student records.
10. Enumerating and describing the student records maintained by the school system.
11. Annually informing parents under what conditions their prior consent is not required to disclose information.
12. Ensuring the orderly retention and disposition, per applicable state statutes, of the district's student records.

### Legal Reference:

Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records.

10-154a Professional communications between teacher or nurse & student.

10-209 Records not to be public.

10-221b Boards of education to establish written uniform policy re: treatment of recruiters.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

461>-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.