

## North Lakes Academy

**Policy #: 104**

**Policy Name: Student Records Policy**

Adopted: June 8, 2010

Reviewed:

### **I. PURPOSE**

These procedures have been established by North Lakes Academy (NLA) in order to protect the individual student's right to privacy.

### **II. DEFINITION OF STUDENT RECORDS**

Student records are those records that are directly related to a student and are maintained by NLA.

The student records maintained by NLA serve two purposes. The major purpose is to indicate to what extent a student has completed an educational program. The Permanent Record File contains this information and is maintained throughout a student's enrollment in NLA. It contains student and parent names, addresses, schools attended, elementary grades completed, secondary classes and credits and attendance data. Other items maintained in the student records are standardized test results, progress towards the Minnesota Graduation Standards and any suspension or expulsion records affecting attendance. The student's Health Record is also maintained throughout a student's enrollment in NLA.

Students being served in a Special Education program have an Individual Education Plan (IEP) which is the official record defining their program, the goals and objectives, assessment data and progress. It is maintained in a special education folder in the school until the student leaves NLA or five years after graduation.

Another purpose of school records is to provide information that will help school personnel better understand the student and meet his/her individual needs while the student is attending NLA. The cumulative record folder in the school contains this information and it is maintained no longer than 10 years after withdrawal from NLA. High school transcripts are kept on file (paper and/or electronic version) indefinitely for students who graduate from NLA.

Discipline notices and Doctor's reports on issues non-related to the student's educational program except for suspensions or expulsions will not be forwarded to other schools and will be removed from internal school records upon withdrawal or graduation.

### **III. ACCESS TO STUDENT RECORDS**

- A. Parents or legal guardians. The school presumes that either parent has the right to inspect the records of the student unless the school has been provided with a

legally binding document governing such matters as divorce, separation, or custody, which provides information to the contrary.

- B. Students who have reached the age of eighteen.
- C. Staff members of NLA who have an educational responsibility for an individual student. Based on the family rights and education privacy act, there is a list of employees posted in each building, in close proximity to the student cumulative records.
- D. An elementary or secondary school in which a student has enrolled unless the parent/legal guardian has given written notification to NLA denying the transfer of the records. Appropriate parties in rare instances of a health or safety emergency when the health or safety of the student or other individual may be in danger.
- E. Confidential information essential to effective interaction and teaching of students will be made available to all substitute teachers as needed. Information should be kept in a convenient and secure location, for example, in an index file in the teacher's desk.
- F. All other agencies or persons (post secondary schools, employers, social agencies, police) must have the written permission of the parent/guardian or the adult student in order to gain access to the student's records subject to Federal, State and Local Laws. Teachers should only release information when directed by Administration.
- G. When a student transfers from NLA to another elementary or secondary school, NLA will release basic academic and health information to the new school when the new school sends or faxes written notice that the student has enrolled. Parents/legal guardians or adult students may have the record sent to the new school prior to enrollment by submitting a written request to NLA.
- H. Parents/legal guardians or adult students who do not want certain student records transferred to another school district must request so in writing at the time the student withdraws from NLA unless a student has been expelled from NLA.
- I. Adult students and parents/guardians of minor students may obtain a copy of any or all records released to other schools by signing a written request and submitting it to NLA.

#### **IV. DIRECTORY INFORMATION**

NLA policy is to not disclose any information on a student as directory information.

## **V. LEGAL RIGHTS OF PARENTS, LEGAL GUARDIANS AND EIGHTEEN YEAR OLD STUDENTS REGARDING STUDENT RECORD INFORMATION**

Parents, legal guardians and eighteen years old students have the right to:

- A. Examine their school records or those of their children after submitting a written request to NLA.
- B. Receive an explanation and/or interpretation of these records if they request it.
- C. Obtain a copy of these individual records. There will be a nominal cost for copies.
- D. Authorize or deny authorization of the release of information contained in the student's record to persons other than staff members of NLA.
- E. Challenge the accuracy and/or completeness of the records and request that they be amended. If the school refuses to amend the records as requested it shall inform the parent or eighteen year old student of his/her right to a hearing and/or to place in the record a statement concerning the disputed information. This statement will be permanently maintained as a part 1 of the official student record.

## **VI. LOCATION OF STUDENT RECORDS**

While a student is enrolled in NLA the permanent record, health record, IEP folder and cumulative folder are maintained in NLA. Special education personnel may maintain additional working files in their offices for the students they serve. Transcripts are stored indefinitely at NLA for high school graduates. Cumulative records are kept for 10 years after withdrawal from NLA.

## **VII. DISSEMINATION OF POLICY**

A summary of this policy will be included the Student/Parent Handbook.