

1 **Bigfork School District #38**

2  
3 **STUDENTS**

3600F1  
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5 Student Records

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7 Notification to Parents and Students of Rights Concerning a Student's School Records

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9 *This notification may be distributed by any means likely to reach the parent(s)/guardian(s).*

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11 The District will maintain two (2) sets of school records for each student: a permanent record and a  
12 cumulative record. The permanent record will include:

- 13  
14 Basic identifying information  
15 Academic work completed (transcripts)  
16 Level of achievement (grades, standardized achievement tests)  
17 Immunization records (per § 20-5-506, MCA)  
18 Attendance record  
19 Statewide student identifier assigned by the Office of Public Instruction  
20 Record of any disciplinary action taken against the student, which is educationally related

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22 The cumulative record may include:

- 23  
24 Intelligence and aptitude scores  
25 Psychological reports  
26 Participation in extracurricular activities  
27 Honors and awards  
28 Teacher anecdotal records  
29 Verified reports or information from non-educational persons  
30 Verified information of clear relevance to the student's education  
31 Information pertaining to release of this record  
32 Disciplinary information

33  
34 The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over  
35 eighteen (18) years of age ("eligible students") certain rights with respect to the student's education  
36 records. They are:

- 37  
38 1. **The right to inspect and copy the student's education records, within a reasonable time**  
39 **from the day the District receives a request for access.**

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41 "Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and  
42 copy their permanent record. Parents/guardians or "eligible" students should submit to the school  
43 principal (or appropriate school official) a written request identifying the record(s) they wish to  
44 inspect. The principal will make, within forty-five (45) days, arrangements for access and notify  
45 the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected.  
46 The District charges a nominal fee for copying, but no one will be denied their right to copies of  
47 their records for inability to pay this cost.

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49 The rights contained in this section are denied to any person against whom an order of protection  
50 has been entered concerning a student.  
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4 **2. The right to request amendment of the student’s education records which the**  
5 **parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or**  
6 **improper.**  
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8 Parents/guardians or eligible students may ask the District to amend a record they believe is  
9 inaccurate, misleading, irrelevant, or improper. They should write the school principal or records  
10 custodian, clearly identifying the part of the record they want changed, and specify the reason.  
11

12 If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible  
13 student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and  
14 advise him or her of their right to a hearing regarding the request for amendment. Additional  
15 information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or  
16 eligible student when notified of the right to a hearing.  
17

18 **3. The right to permit disclosure of personally identifiable information contained in the**  
19 **student’s education records, except to the extent that FERPA or state law authorizes**  
20 **disclosure without consent.**  
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22 Disclosure is permitted without consent to school officials with legitimate educational or  
23 administrative interests. A school official is a person employed by the District as an  
24 administrator, supervisor, instructor, or support staff member (including health or medical staff  
25 and law enforcement unit personnel); a person serving on the Board; a person or company with  
26 whom the District has contracted to perform a special task (such as contractors, attorneys,  
27 auditors, consultants, or therapists); volunteers; other outside parties to whom an educational  
28 agency or institution has outsourced institutional services or functions that it would otherwise use  
29 employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such  
30 as a disciplinary or grievance committee, or assisting another school official in performing his or  
31 her tasks.  
32

33 A school official has a legitimate educational interest, if the official needs to review an education  
34 record in order to fulfill his or her professional responsibility.  
35

36 Upon request, the District discloses education records, without consent, to officials of another  
37 school district in which a student has enrolled or intends to enroll, as well as to any person as  
38 specifically required by state or federal law. Before information is  
39 released to individuals described in this paragraph, the parent(s)/guardian(s) will receive  
40 written notice of the nature and substance of the information and an opportunity to inspect, copy,  
41 and challenge such records. The right to challenge school student records  
42 does not apply to: (1) academic grades of their child, and (2) references to expulsions or  
43 out-of-school suspensions, if the challenge is made at the time the student’s school student  
44 records are forwarded to another school to which the student is transferring.  
45

46 Disclosure is also permitted without consent to: any person for research, statistical reporting, or  
47 planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in  
48 a court order; and appropriate persons if the knowledge of such information is necessary to  
49 protect the health or safety of the student or other persons.  
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4 **4. The right to a copy of any school student record proposed to be destroyed or deleted.**  
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6 **5. The right to prohibit the release of directory information concerning the parent's/  
7 guardian's child.**  
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9 Throughout the school year, the District may release directory information regarding students,  
10 limited to:

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12 Student's name  
13 Address  
14 Telephone listing  
15 Electronic mail address  
16 Photograph (including electronic version)  
17 Date and place of birth  
18 Major field of study  
19 Dates of attendance  
20 Grade level  
21 Enrollment status (e.g., undergraduate or graduate; full-time or part-time)  
22 Participation in officially recognized activities and sports  
23 Weight and height of members of athletic teams  
24 Degrees  
25 Honors and awards received  
26 Most recent educational agency or institution attended  
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28 *Any parent(s)/guardian(s) or eligible student may prohibit the release of all of the above*  
29 *information by delivering written objection to the building principal within ten (10) days of the*  
30 *date of this notice. No directory information will be released within this time period, unless the*  
31 *parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student*  
32 *transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-*  
33 *out, unless the parent or student rescinds the decision.*  
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35 A parent or student 18 years of age or an emancipated student, may not opt out of directory  
36 information to prevent the district from disclosing or requiring a student to disclose their name  
37 [identifier, institutional email address in a class in which the student is enrolled] or from requiring  
38 a student to disclose a student ID card or badge that exhibits information that has been properly  
39 designated directory information by the district in this policy.  
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- 41 **6. The right to request that information not be released to military recruiters and/or  
42 institutions of higher education.**  
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44 Pursuant to federal law, the District is required to release the names, addresses, and telephone  
45 numbers of all high school students to military recruiters and institutions of higher education  
46 upon request.  
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48 Parent(s)/guardian(s) or eligible students may request that the District not release this  
49 information, and the District will comply with the request.  
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7. **The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605