

# NORTH BRANFORD BOARD OF EDUCATION

**SERIES 1000: STUDENTS**

**P1290**

## **ACCESS TO STUDENT RECORDS**

Safeguards as required by federal and state laws will 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.

The Superintendent shall develop procedures providing for the following:

1. Annually informing parents or eligible students of their rights.
2. Permitting parents or eligible students to inspect and review and attain copies of educational records, including, at least, a statement of the procedure to be followed by a parent or eligible student who requests to inspect and review the educational records, with an understanding that the procedure may not deny access to educational records; a description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records; a schedule of fees for copies, and a listing of the types and locations of educational records maintained by the school and the titles and addresses of school officials responsible for those records.
3. Not disclosing personally identifiable information from a student's education records without the prior written consent of the student's parent or the eligible student, except as otherwise permitted by administrative procedures; including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school system who have been determined by the school to have legitimate educational interests, and, if so, a specification of the criteria for determining which parties are "school officials" and what the school considers to be a "legitimate educational interest" and a specification of the personally identifiable information to be designated as directory information.
4. Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent to inspect that record.
5. Providing a parent with an opportunity to seek the correction of the student's education records through a request to amend the records or a hearing, and permitting the parent or the eligible student to place an explanatory statement in the educational records of the student.

6. Guaranteeing access to student records to authorized persons within five days following the date of request.
7. Assuring security of student records.
8. Enumerating and describing the student records maintained by the school system.
9. Procedures and schedules for records retention and disposal shall be maintained in accordance with state and federal law.

Legal Reference: C.G.S. §1-19(b)(11) (Access to public records, Exempt records)  
C.G.S. §7-109 (Destruction of documents)  
C.G.S. §10-15b (Access of parent or guardians to student's records)  
C.G.S. §10-154a (Professional communications between teacher or nurse and student)  
C.G.S. §10-209 (Records not to be public)  
C.G.S. §46b-56(e) (Access to Records of Minors)  
C.G.S. §10-221b (Boards of Education to establish written uniform policy re: treatment of recruiters)  
C.G.S. §10-233 c - d Suspension/Expulsion  
Federal Family Educational Rights and Privacy Act of 1974 (Section 438 of the General Education Provisions Act, as amended, added by section 513 of PL93-568, 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. Provision Act  
Connecticut Public Records Administration Schedule V-Disposition of Education Records (Revised 1983)

**Policy Adopted: 2/20/03**