

NORTHVILLE PUBLIC SCHOOLS
Northville, Michigan

BOARD POLICY

Northville Public Schools

Student Records: Family Educational Rights and Privacy Act
(FERPA)

In order to provide appropriate educational services and programming, the District must collect, retain, and use information about individual students. The District recognizes the need to safeguard students' privacy and restrict access to student's personally identifiable information in accordance with the Family Educational Rights and Privacy Act (FERPA). The District will comply with all FERPA requirements.

The District is responsible for maintaining records of all students attending schools in the District. The District's employees will compile records mandated by the State or Federal government and/or as necessary and relevant to the function of the School District. Education Records are those records directly related to a student and maintained by the institution or by a party acting for the institution unless otherwise stated by law.

The Superintendent or appointed designee shall prepare administrative guidelines to ensure compliance with FERPA and that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records;
- D. file a complaint with the United States Department of Education;
- E. obtain a copy of the Board's policy and administrative guidelines on student records.

Education records shall be available only to parents, legal guardians, eligible students and designated school officials who have a legitimate educational interest in the information as defined by law, and to other individuals or organizations as permitted by law. An "eligible student" is a student eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time, but not more than forty-five (45) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

Only directory information regarding a student shall be released to any person or party, other than the student, his/her parent, or legal guardian, without the written consent of the eligible student, parent, or legal guardian, unless otherwise permitted or required by law. The District may disclose directory information as permitted by law. The Superintendent or appointed designee shall set forth procedures for defining the content of directory information and procedures for maintaining separate directory information for schools. Directory information includes the student's:

- Name
- Address and telephone listing
- Electronic mail address
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Most recent educational agency or institution attended

Each year, the Superintendent or appointed designee shall provide public notice to students, parents, and/or legal guardians of the District's intent to make directory information available to students, parents, and/or legal guardians.

Eligible students, parents, and/or legal guardians may refuse to allow the District to disclose any or all of such directory information upon written notification to the District within thirty (30) days after receipt of the District's public notice.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

The District shall provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If an eligible student or the parent or legal guardian submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The District shall ensure that students and parents and legal guardians are notified of the provisions of the opportunity to deny release of directory information.

A fee, not to exceed the actual costs incurred by the District for processing student directory information under this section, may be charged to an official recruiting representative.

Adopted: September 2010