

MESA UNIFIED SCHOOL DISTRICT	TOPIC: Student Records
GOVERNING BOARD POLICY	DISTRICT CODE: JO

Educational Records

Educational records are confidential. Access to educational records is governed by the federal Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

Educational records are the property of the district. The district shall allow review of educational records only with the responsible official or designee in attendance. Educational records shall not be removed from district premises without permission of the responsible official. The district may make copies of records for individuals/agencies who have the right to access.

A. Definitions

1. "Custodian of records" means the district administrator responsible for monitoring the district's student records system to ensure (a) that records required to meet students' educational needs or to fulfill legal requirements are kept current, and (b) that correct procedures relating to student records are followed.
2. "Directory information" means certain information specified by the district in accordance with FERPA that is contained in educational records and which may be disclosed without the consent of the parent/eligible student unless the parent/eligible student gives written notice to the district that any or all of such information should not be disclosed without prior consent.
3. "District" means district or school, as appropriate.
4. "Educational record(s)" means any record (in handwriting, print, tape, film, microfilm, computer or other medium) containing information directly related to a student and maintained by the district or by a person acting for the district. The term does not include:
 - a. A personal record maintained by a staff member that is:
 - (1) in the sole possession of the maker,
 - (2) used only as a personal memory aid, and
 - (3) not accessible and/or revealed to any other individual except a temporary substitute of the maker.
 - b. An employment record that is used by the district only in relation to employment. (Employment for this purpose does not include activities for which a student receives a grade or credit.)
 - c. Alumni records relating to an individual who no longer attends classes provided by the district. Alumni records do not include records relating to the individual as a student.
 - d. Medical treatment records maintained for "eligible students."

- e. Records of the district's law enforcement unit maintained separately from educational records solely for law enforcement purposes and disclosed only to law enforcement officials of the same jurisdiction.
5. "Eligible student" means a student who has reached the age of eighteen (18) years or is attending an institution of postsecondary education. When a student becomes eighteen (18) years of age or is attending an institution of postsecondary education, the rights accorded to, and consent required of, parents transfer from the parent to the student, except that the parent of any student claimed by the parent as a dependent for purposes of the Internal Revenue Code may have access to educational records without the eligible student's consent.
6. "FERPA" means the federal Family Educational Rights and Privacy Act of 1974.
7. "IDEA" means the federal Individuals With Disabilities Education Act, 20 U.S.C. 1400, et seq. including the U.S. Department of Education Regulations implementing the act.
8. "Legitimate educational interest" means the need to know in order to:
 - a. Perform a required administrative task.
 - b. Perform a supervisory or instructional task directly related to the education of a student.
 - c. Perform a service or benefit for the student or the family, such as health care, counseling, job placement, or financial aid.
 - d. Perform the task for which employed by or under contract to the Board.
9. "Parent" means a parent of a student and includes a natural or adoptive parent, a legal guardian or an individual acting as a parent in the absence of a parent or guardian. "Parent" includes an authorized representative of an agency having custody of a student pursuant to placement by the Juvenile Court, Department of Youth Treatment and Rehabilitation, Department of Economic Security, or Department of Health Services.
10. "Personally identifiable information" means data or information that makes the student's identity easily traceable, including the name of a student, names of parents, names of other family members, the address, the social security number, student number, and any list of personal characteristics, or any other information which would make the student's identity easily traceable.
11. "Responsible official" means the district or school official responsible for maintaining a particular educational record.
12. "School official(s)" means any district or school official who needs access to educational records for legitimate educational purposes. The following are school officials deemed to have legitimate educational interests in educational records:
 - a. An individual duly elected to the Governing Board when acting in official board capacity or at the direction of the Board.

- b. An individual certified by the state and appointed by the board to an administrative or supervisory position.
 - c. An individual certified by the state and under contract to the board, such as a teacher or counselor or nurse.
 - d. An individual employed by the Board as a temporary substitute for administrative, supervisory, or instructional purposes, for the period of performance as a substitute.
 - e. An individual employed by, engaged by, or under contract to the Board to perform a particular task, such as a registrar, secretary, clerk, attorney, auditor, or employees of the district's risk management department for the period of performance. A "registrar," "secretary," or "clerk" includes any individual employed or engaged as a volunteer by the district as a registrar, secretary, or clerk and any individual employed by the district to assist the primary registrar, secretary, or clerk.
 - f. An individual employed as a security officer in the District's security services department or as a commissioned school resource officer assigned to a school.
 - g. An individual enrolled as a student in a secondary school of the District and performing clerical duties for credit as a student aide under the supervision of a teacher.
13. "Student" means an individual who attends or has attended school in the district and for whom the district maintains educational records.

B. Rights of Parent/Eligible Student, Annual Notification of Rights

A parent/eligible student has the following rights under FERPA, and this policy:

- 1. The right to inspect and review the educational record of a student.
- 2. The right to request amendment of an educational record to ensure that the record is not inaccurate, misleading, or otherwise in violation of the student's rights of privacy or other rights.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's educational record unless the disclosure is to individuals specified by law.
- 4. The right to report violations of FERPA to the United States Department of Education,
- 5. The right to obtain a copy of the district's policy/regulation relating to educational records.

Through information provided by individual schools, the district shall annually inform the parent/eligible student of rights under FERPA and this policy as set forth above. The notice shall include a Spanish translation. Upon request, the district shall provide translation for other non-English-speaking parents in the native language.

C. Right of Parent/Eligible Student to Inspect and Review Educational Records

Upon confirmation of identity, the parent/eligible student may inspect and review educational records. The Superintendent shall develop guidelines for the inspection and review of educational

records, including provisions relative to copying educational records. The guidelines shall include information regarding the types and locations of educational records maintained by the district and the title and location of the responsible official.

D. Right to Amend Educational Records

The parent/eligible student has the right to request amendment of an educational record to ensure that the record is not inaccurate, misleading or otherwise in violation of the student's rights of privacy or other rights. Pursuant to this right, the parent/eligible student may request correction, obtain a hearing if necessary, and add a statement to the records if the parent/eligible student disagrees with the outcome of the hearing.

The Superintendent shall develop guidelines for amending educational records.

E. Disclosure of Educational Records to Other Than Parent/Eligible Student

Except as allowed by FERPA, personally identifiable information shall not be disclosed from an educational record without the prior written consent of the parent/eligible student.

In accordance with FERPA, the district may disclose personally identifiable information designated as directory information without consent of the parent/eligible student. Through information provided by the school, the district shall annually give notice to the parent/eligible student that the district may disseminate directory information unless the parent/eligible student directs in writing that this information not be made public without prior consent.

The Superintendent shall develop guidelines regarding what items will be treated as directory information and for disclosure of educational records to other than parent/eligible student.

F. Copy of Policy Available Upon Request of Parent/Eligible Student

Any parent/eligible student shall receive a copy of Governing Board Policy JO, Student Records, and its accompanying Administrative Regulation JO-R upon request at the school or district office.

G. Right to Report Violations Relating to Educational Records

The parent/eligible student may file a written complaint with the United States Department of Education regarding any alleged violation.

H. Flagging of Educational Records of Missing Students

In order to cooperate with law enforcement agencies in the location of missing students, the Superintendent shall develop guidelines for flagging of educational records of missing students.

I. Destruction of Educational Records

Unless provided otherwise by federal law, the district may destroy educational records in accordance with the retention and disposition schedule approved for use by school districts by the State Department of Library, Archives and Public Records. No educational record shall be destroyed if there is an outstanding request from a parent/eligible student to inspect and review the record.

Destruction of educational records shall be reported to the State Department of Library, Archives and Public Records as required by law.

Permanent record data regarding student identification, attendance, and academics shall be permanently retained.

Adopted: September 25, 2001

Legal Ref.: Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232g
 Individuals With Disabilities Education Act, 20 U.S.C. § 1400 *et. seq.*
 A.R.S. § 15-141, 15-142
 15-829
 41-1346, 41-1347, 41-1351

MESA UNIFIED SCHOOL DISTRICT	TOPIC: Student Records
ADMINISTRATIVE REGULATION	DISTRICT CODE: JO-R

A. Right of Parent/Eligible Student to Inspect and Review Educational Records

1. Guidelines For Inspection and Review

Parents and eligible students may inspect and review educational records maintained by the district.

The parent/eligible student shall submit a written request for access to educational records to the responsible official. Without unnecessary delay, and in no case more than forty-five (45) days after the request has been received, the responsible official shall make the necessary arrangements for inspection/review of the records and notify the parent/eligible student of the time and place of inspection/review. If access to educational records of a special education student is sought in connection with any meeting regarding an Individualized Education Program or hearing relating to identification, evaluation, or placement of the student, the responsible official shall grant access before the meeting or hearing.

The responsible official shall respond to reasonable requests for explanation and interpretation of educational records.

The responsible official shall give the parent/eligible student copies of educational records if for any valid reason, such as working hours or health, the parent/eligible student cannot inspect and review an educational record in person.

2. Limitation on Right of Parent/Eligible Student to Inspect and Review

If an educational record contains information concerning more than one student, the parent/eligible student may review the record only as it pertains to the parent's child/eligible student.

3. Copies of Educational Records

FERPA and IDEA require the district to provide copies of records:

- a. When the refusal to provide copies effectively denies access to the records by parent or the eligible student.
- b. At the request of the parent/eligible student when the district has provided records to third parties with prior consent of the parent/eligible student.
- c. At the request of the parent/eligible student when the district has forwarded the records to another school where the student intends to enroll.

Copies of educational records shall be produced as promptly as possible upon receipt of the request, and in no event more than forty-five (45) days after the request has been made.

When the parent/eligible student requests copies of educational records, the district shall provide the requested copies free of charge. The district shall not charge for copies sent to other schools or agencies. However, in either case, the district reserves the right to charge for multiple or excessive copies. No fee shall be charged for search and retrieval of records.

Denial of Request to Copy

Except those copies required by the FERPA and IDEA, the district may deny requests for copies of records when the student has an unpaid financial obligation to the school.

4. Types and Locations of Educational Records Maintained By the District and Title and Address of the Official Responsible For the Records

- a. Records maintained for each student at the individual school.

The Student Cumulative Record maintained by the school office shall include the permanent record card and information regarding registration, scholastic record, attendance, test scores, and district-level disciplinary reports.

Disciplinary reports shall be removed from the Student Cumulative Record prior to the transfer of the record to another district except that information concerning disciplinary action against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community may be included in the Student Cumulative Record.

The Student Health Record located in the nurse's office of every school includes the immunization record or statement/certification of exemption and health log.

Responsible Official: Unit administrator

Location: Individual school site

During the school year the teacher shall maintain class records on each student assigned to the class, including academic and attendance records. At the end of the school year or at the time of withdrawal, the teacher shall transfer relevant information from the class record to the permanent record card. The special education teacher shall maintain the student special education folder of any special education student assigned to the teacher. Special education teachers shall keep the records current and return them to the school office to be placed in the Student Cumulative Record file at the end of the school year or when a student withdraws.

- b. Records maintained for each student at the district.

1. Copies of the permanent record card microfilmed at the end of each school year.

Responsible Official: District Custodian of Records
Location: Student Records Department
1025 N. Country Club Drive, Mesa 85201

2. Mainframe computer record of current year student information, including address/phone, registration, attendance, grades, standardized test scores:

Responsible Official: District Custodian of Records
Location: Student Records Department
1025 N. Country Club Drive, Mesa 85201

3. Psychological records:

Responsible Official: Director of Special Education
Location: Psychological Records Department
1025 N. Country Club Drive, Mesa 85201

4. Transportation records:

Responsible Official: Director of Transportation
Location: Transportation Department
549 N. Stapley Drive, Mesa, 85203

B. Disclosure of Educational Records to Other Than the Parent/Eligible Student

1. Disclosure With Prior Written Consent of Parent/Eligible Student

The responsible officials may release personally identifiable information from an educational record if the parent/eligible student gives prior written consent.

Consent shall be provided using the form set forth in exhibit JO-E - Parent Authorization – Disclosure or Release of Educational Records.

2. Disclosure Without Prior Written Consent of Parent/Eligible Student

The district may disclose personally identifiable information from an educational record without the prior written consent of the parent/eligible student under one or more of the following conditions.

- a. The disclosure is to the parent/eligible student.
- b. The disclosure is to district teachers and school officials, who have been determined to have a legitimate educational interest in the record, including the educational interest of the student for whom consent would otherwise be required (refer to definitions in JO).
- c. The disclosure concerns disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community and the disclosure is to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student.

- d. The disclosure is to officials of another school or institution where the student seeks or intends to enroll. The district shall make a reasonable attempt to notify the parent/eligible student of the disclosure. Upon request, the parent/eligible student may obtain copies of records disclosed under this provision.
- e. The disclosure is in response to a Federal grand jury subpoena or any other subpoena issued for a law enforcement purpose that specifies such nondisclosure.
- f. The disclosure is in response to a judicial order or lawfully issued subpoena, other than a Federal Grand Jury subpoena or a subpoena issued for law enforcement purposes that specifies nondisclosure, and the district makes a reasonable attempt to notify the parent/eligible student before making such disclosure.
- g. The disclosure is of information designated by the district as directory information and the parent/eligible student has not given the district written notice that the district cannot disclose such information.
- h. The disclosure is to appropriate persons in connection with a health or safety emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.
- i. The disclosure is to authorized representatives of the Comptroller General of the U.S., the U.S. Secretary of Education, or state and local educational authorities in connection with an audit, evaluation, or enforcement of federal or state supported education programs in the district, provided that the information is protected in a manner that does not permit personal identification of students and parents by individuals other than the authorized representatives of the agencies and the information is destroyed when no longer needed for the purposes for which the information was disclosed.
- j. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
 - 1) determine eligibility for the aid
 - 2) determine the amount of the aid
 - 3) determine conditions for the aid
 - 4) enforce the terms and conditions of the aid
- k. The disclosure is to state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to State statute adopted:
 - 1) before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released, or

- 2) after November 19, 1974, if:
 - (a) the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve, prior to adjudication, the student whose records are released; and
 - (b) the officials and authorities to whom such information is disclosed certify in writing to the district that the information will not be disclosed to any other party except as provided under State law without the prior written consent of the parent of the student.
- l. The disclosure is to accrediting organizations to carry out accrediting functions.
- m. If the district has entered into a written agreement or contract for an organization to conduct studies on behalf of the district to develop tests, administer student aid, or improve instruction. The disclosure is to organizations conducting studies for, or on behalf of, the district to develop/validate/administer predictive tests, to administer student aid programs, or improve instruction, provided that any such study does not permit personal identification of students and parents by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted.
- n. The disclosure is to the parent of an eligible student, if the parent claims the student as a dependent, as defined by the Internal Revenue Code of 1954.

3. Directory Information

Through information provided by the school at the outset of the school year or at enrollment, the district shall inform parents that directory information relating to a student may be disclosed without prior consent, unless the parent/eligible student gives written notice to the district that any or all such information should not be disclosed without prior consent.

Upon notification, the parent/eligible student shall have two (2) weeks to advise the district, in writing, of any or all items that the district may not disclose as directory information.

At the end of the two week period, if the parent/eligible student has not given the district written notice that any or all items of directory information shall not be disclosed without prior consent, the district may disclose directory information without the consent of the parent/eligible student unless notified in writing otherwise by the parent/eligible student.

"Directory Information" shall include the following:

- name, address, electronic mail address and telephone number
- names of the parent/guardian
- address and telephone number of the parent/guardian
- date and place of birth of the student
- class designation (i.e., grade, etc.)

- extracurricular participation
- weight and height if a member of an athletic team
- enrollment dates
- awards received
- photograph.

4. Record of Requests and Disclosures

The district shall maintain a record of requests for access to and of disclosures made of personally identifiable information from educational records, except as set forth below. A record of requests and disclosures shall be maintained with the educational record of each student as long as the educational record is maintained by the district. The parent/eligible student may review the record of requests and disclosures.

The record shall include:

- 1) The name of the individual or agency/organization that requested or received information.
- 2) The legitimate interest the individual or agency/organization had in obtaining the information.
- 3) The date of the request.
- 4) Whether the request was granted and, if so, the date of access or disclosure. (If access is granted to or disclosure made of the record of a special education student, the record shall include the purpose for which use was authorized.)

The record of requests shall not include (a) requests for access made by and disclosures made to parents/eligible students, (b) requests for access made by and disclosures made to school officials, including teachers, (c) requests for access and disclosures made with prior written consent of a parent/eligible student, or (d) requests for directory information.

5. Condition of Redislosure

Except for disclosures to the parent/eligible student to school officials or disclosures of directory information, the district shall disclose personally identifiable information contained in the educational records only on the condition that (1) such information shall not be redisclosed without prior written consent of the parent/eligible student and, (2) the officer, employees, or agents of an individual, institution or agency that receives the educational records may use the personally identifiable information contained therein only for the purposes for which it was disclosed.

C. Right Of Parent/Eligible Student To Amend Educational Records

The district shall amend educational records only to correct information that is inaccurate, misleading, or in violation of a student's rights. If a student retakes a course, both grades shall remain in the educational record; however, only the higher grade shall count toward the G.P.A.. No course grade will be dropped from the record.

1. Requesting Amendment of Educational Records

When a parent/eligible student believes that an educational record contains information that is inaccurate, misleading, or in violation of student rights, the parent/eligible student may request that the unit administrator correct the information. If the unit administrator determines that the record contains information that is inaccurate, misleading, or in violation of the student's rights due to an obvious error, the unit administrator shall, within a reasonable time, correct the record as requested.

The parent/eligible student shall make the initial request for amendment to the district custodian of records or other official responsible for the records in the event the unit administrator is not the official responsible for the record.

2. Review of the Decision of the Unit Administrator

If the parent/eligible student is not satisfied with the decision of the unit administrator, the parent/eligible student may, within two (2) weeks after receipt of the decision, request in writing that the district custodian of records review the matter. The written request shall identify the information believed to be inaccurate, misleading, or in violation of the student's rights and state why the information is believed to be inaccurate, misleading, or in violation of the student's rights.

The parent/eligible student shall date and sign the request.

Within two (2) weeks after the district custodian of records receives a request, the district custodian of records shall review the request, discuss it with the parent/eligible student and the individual who made the record and/or others who may have a professional concern about the response to the request, make a decision whether the record should be amended, and notify the parent/eligible student and unit administrator of the decision.

If the district custodian of records decides that the record contains information that is inaccurate, misleading, or in violation of the student's rights, the unit administrator shall amend the record and inform the parent/eligible student of the right to inspect the record as amended.

If the district custodian of records decides the record should not be amended, the district custodian of records shall include a summary of his/her findings in his/her written decision in the matter.

3. Review of the Decision of the District Custodian of Records

If the parent/eligible student is not satisfied with the decision of the district custodian of records, the parent/eligible student may, within two (2) weeks after receipt of the decision, request that the appropriate assistant superintendent review the matter.

With two (2) weeks of receipt of the request, the assistant superintendent shall review all the documentation relating to the request, make a decision whether the record should be amended, and notify the parent/eligible student and district custodian of records of the decision. If the process takes longer than two weeks, the assistant superintendent shall notify the parent/eligible student in writing of the reason(s) for the delay, and the date when the decision shall be made.

If the assistant superintendent decides that the record should be amended, the district custodian of records shall amend the record and inform the parent/eligible student of the right to inspect the record as amended .

If the assistant superintendent decides the record should not be amended, the assistant superintendent shall inform the parent/eligible student in writing of his/her decision that the record is not inaccurate, misleading, or in violation of the student's rights and of the basis for such decision.

The assistant superintendent shall inform the parent/eligible student of the right to request a hearing to present evidence why the record is inaccurate, misleading, or in violation of the student's rights and should be amended. The assistant superintendent shall inform the parent/eligible student of the right to be represented by counsel at own expense.

4. Hearing

The parent/eligible student must request a hearing within two (2) weeks after receipt of the assistant superintendent's decision. Upon receipt of a request from a parent/eligible student requesting a hearing, the assistant superintendent shall appoint as a hearing officer an individual, including an official of the district who does not have a direct interest in the outcome of the hearing.

At least five working days prior to the hearing the assistant superintendent shall give the parent/eligible student notice of the date, time and place of the hearing.

At the hearing the hearing officer shall provide the parent/eligible student a full and fair opportunity to present evidence and testimony to demonstrate that the questioned portion of the education record is inaccurate, misleading or in violation of the student's rights.

The assistant superintendent or designee may present evidence why the record should not be amended.

Within one (1) week after the hearing, the hearing officer shall submit a written recommendation to the associate superintendent with copies to the parent/eligible student and the assistant superintendent. The hearing officer's recommendation shall be based solely on the evidence presented at the hearing and include a summary of the evidence and the reason(s) for the recommendation.

Within two weeks of receipt of the hearing officer's recommendation, the associate superintendent shall review the recommendation, affirm or reject the recommendation, and send the parent/eligible student and assistant superintendent written notice of his/her decision. The associate superintendent shall affirm the recommendation if the summary of evidence and reasons for the recommendation reasonably support the recommendation.

If the associate superintendent decides that the record should be amended, the district custodian of records shall amend the record and inform the parent/eligible student of the right to inspect the record as amended.

5. Right to Place Statement In the Record

If the associate superintendent decides that the record should not be amended, the associate superintendent's written decision shall inform the parent/eligible student of the right to place a written statement in the record commenting on the contested information and stating why the parent/eligible student disagrees with the district's decision.

The district shall maintain any such statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever the district discloses the portion of the record to which the statement relates.

D. Flagging of Educational Records of Missing Students

Upon receiving notification from a law enforcement agency that a previous or current student has been reported missing, the following steps shall be taken:

- The information shall be forwarded to the district custodian of records, the district security department, and the school of the student.
- All educational records of the student shall be flagged.
- If a request for the flagged records is received, or if other information regarding the records is requested, the principal or district custodian of records shall immediately notify the security department, who shall immediately contact the local law enforcement agency.

Flagged records shall not be released without approval from the assistant superintendent for student services.

The assistant superintendent for student services shall develop procedures detailing how student records shall be flagged and disseminate the procedure to appropriate district/school personnel.

E. 504 Entry on SASI

The SASI student screen will allow the accounting of students who are evaluated and determined to be disabled under Section 504. All enrolled students should have an entry in the 504 field. The codes are as follows:

	Enter #
• Regular education students	1
• Special education students who have a "Y" in the S/E field	2
• Regular education students who have been evaluated under 504 and were found not to be eligible, as indicated on the 504 notice.	3
• Students who have been evaluated under 504 and are found to be eligible due to a physical or mental impairment that substantially impacts a major life activity as indicated on the 504 Notice and are not in a special education.	4
• Students who have a record of being disabled. (They have been in special education in the past or there is a record of some other disability.)	5

F. Provisions Relating Solely to Special Education Records

1. Records for New Students

During the registration process, the registrar (or other staff member completing the registration) will ask the parent or legal guardian if the student has previously received special education services or needs accommodation for a disability. The registrar should use sufficient care when inquiring about previous special education services to ensure that the parent or legal guardian understands that “special education services” include any services previously provided pursuant to the Individuals with Disabilities Education Act (IDEA) and Section 504 of the rehabilitation act. If the parent or legal guardian indicates that the student has received special education services, the registrar will:

- Seek to obtain sufficient information regarding the nature of the disability, the period when services were provided and the school that provided the services to obtain any special education records of the student; and
- notify the school psychologist immediately.

Any record received from the student’s previous school that contains information about special education will be promptly given to the school psychologist.

2. Responsibility for Records Handling and Maintenance

The district custodian of records and/or director of special education shall be responsible for insuring the confidentiality of personally identifiable information in records collected, maintained or used in relation to the special education of any student, including identification, evaluation and placement.

The district custodian of records and/or director of special education shall provide training and/or written instruction to all employees collecting, maintaining, or using such records regarding the state's policies and procedures for ensuring confidentiality.

The district shall maintain for public inspection a current listing of the names and positions of employees who have access to personally identifiable information in records collected, used, or maintained in relation to the special education of any student.

The district custodian of records and/or director of special education or a designee shall inform the parent when personally identifiable information recorded in connection with a student's special education (IDEA) is no longer needed to provide educational services to the student. The parent shall be informed that federal law requires retention of the information for a minimum of five years following completion of educational services.

Pursuant to federal law, the parent may request that personally identifiable information be destroyed. Upon receipt of any such request, the district shall inform the parent of the advantages of retaining the information, such as for social security benefits or medical purposes. At the renewed request of the parent, such information shall be destroyed in accordance with the requirements of the Arizona Department of Education and the Arizona Department of Library,

Archives, and Public Records if the federal five-year requirement is satisfied. However, a permanent record of the student's name, address, and phone number, grades, attendance record, classes attended, grade level completed, and year completed shall be maintained without time limitation.

No educational record shall be destroyed if there is an outstanding request from the parent/eligible student to review the record. If the federal requirement is satisfied, educational records relating to the special education of any student may be destroyed two years after the fiscal year of withdrawal, transfer, or graduation.

Adopted: May 8, 2002

Debra Duvall
Superintendent

**PARENT AUTHORIZATION
DISCLOSURE OR RELEASE OF EDUCATIONAL RECORDS**

I authorize and request Mesa Public Schools to disclose or release the educational records of my child in accordance with the following information:

The student's entire file of educational records will be disclosed or forwarded except any records that you designate to be withheld. Your child's educational records files consist of: a (i) cumulative record (with permanent record card and information regarding registration, scholastic record, attendance, test scores, and district-level disciplinary reports); (ii) health record (with immunization record or statement/certification of exemption and health log); (iii) psychological record; and (iv) transportation record.

Please specify any files or records with the files that you **DO NOT** want disclosed or forwarded:

Please indicate the reason for this request:

_____ Withdrawal of Student _____ Needed for Professional Services
_____ Reason is Confidential Other: _____

You have the right to receive a copy of the records that are forwarded. Please indicate whether you wish to exercise this right:

_____ **No**, I do not wish to receive a copy of the records.
_____ **Yes**, I wish to receive a copy of the records.

Name of Student: _____ Birthdate: _____

Parent/Guardian: _____
[Print Your Name]

Signature: _____

Address: _____ Date: _____
_____ Telephone: _____

Please allow records to be inspected by: _____
[Print Name of Person Who Will Inspect Records]

Or

Please send records to: _____
[Print Name of Person/Institution to Receive the Records]
Address: _____

Student educational records are property of the District. The confidentiality of educational records is governed by the Family Educational Rights and Privacy Act of 1974 and implemented by District Policy JO Student Records. Please contact the Director of Guidance (480-472-0554) for further information about your rights and responsibilities regarding the educational records of your child.

JO-E