

PUBLIC NOTICE

Annual Notification of Rights Protection and Privacy of Student Records

Pursuant to the requirements of the School District regarding the requirements of federal law, the following constitutes the School District's Annual Notification to parents and students regarding data privacy practices of the school district.

The school district has adopted a Student Record Data Privacy Policy incorporating state and federal requirements as to data privacy rights in student educational records. In summary the policy provides:

1. Privacy Rights

Educational records which identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the student's parent or guardian, or if the student is 18 or attends a post-secondary institution, the student. This general rule is subject to specific and limited exceptions which cannot be set out here due to limitations of space but which are set out in the complete policy.

2. Directory Information Includes the Following:

- Student's name
- Student's address
- Student's telephone number
- Date and place of birth
- Names of the student's parents
- Participation in officially recognized activities
- Grade levels completed
- Weight and Height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most previous educational institution attended
- Photo of student if available

Directory information may be released to the public without prior parent or student consent unless the parent or student, if the student is 18 or older, has objected in writing to the release of one or more category of such information.

3. Inspection of Records

Parents of a student or a student who is 18 or older may request to inspect and review any of the student's educational records except those which are, by state and federal law, made confidential. The school district will comply with the request immediately, if possible, and, if not, within five working days. In certain special circumstances an additional five working days may be required in order to comply. Copies of records may be obtained at a reasonable fee as established by the school district.

4. Challenge to Accuracy of Records

A parent or student, age 18 or older, who believes that specific information in the student's educational records is inaccurate, misleading, incomplete or violates the privacy or other rights of the student may request that the school district amend the record in question.

If the Building Principal or Director of Special Education, within a period of 30 calendar days, declines to amend the record as requested, the parent or student who is 18 or older will be advised in writing of their right to request and obtain a review of the request with the Superintendent/School Board.

If, as a result of this review, it is determined that the challenged record is not inaccurate, misleading, incomplete or in violation of the privacy or other rights of the student, the parent or student of age 18 or older will be notified of their rights to place a statement with the record commenting upon it and setting out any reason for disagreeing with the decision of the school district.

The decision of the Superintendent/School Board is the final decision of the school district and may be appealed under the provisions of the State Administrative Procedure Act, Minn. Stat. C 15, relating to contested cases.

5. Transfer of Records to Other Schools

The School District forwards educational records of students to other schools and school districts in which a student seeks or intends to enroll upon request of that school or school district. A parent or student who is 18 years of age may request and receive a copy of the records which are transferred and may, pursuant to this policy, challenge the accuracy of the records. The District does not, however, notify parents or students of age 18 or older prior to such a transfer.

6. Complaints for Non-Compliance

Parents or students of 18 years of age or older who feel there has been a violation of the rights accorded them may submit written complaints to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Washington, D.C. 20201.

This review of the data privacy rights of students and parents in the educational records maintained by the School District is intended only to be summary of the provisions of the “Protection and Privacy of Pupil Records” and applicable state and federal law.

Requests for copies of the policy and questions should be addressed to the Superintendent of Schools in this district.