

Downey Unified School District

STUDENTS

STUDENT RECORDS

AR 2520

Review of Records

Each parent or guardian shall have the right to inspect and review, in the presence of a District certificated employee, any and all written records relating to their children. The same rights accorded to the parents of the student shall be accorded to the student who is 16 years of age or older or has completed grade 10.

The parent, guardian, or eligible student must submit a written request to the principal, Assistant Superintendent, or Director of Student Services. Within 10 days of the receipt of the request the parent, guardian or eligible student will be notified of the time and place where records may be inspected.

Types, Location and Custodians of Educational Records:

<u>Type</u>	<u>Location</u>	<u>Custodian</u>
Academic Grades	School Office	Principal
Attendance Records	School Office	Principal
Cumulative School Records	School Office	Principal
Disciplinary Records	School Office	Principal
Expulsion Records	District Office	Director of Student Services
Food Service Records	District Office	Director of Food Services
Health Records	School Office	School Nurse or Principal
Microfilmed Cum Records of Former Students	District Office	Director of Student Services
Psychological Records	District Office	Director of Special Education
Special Test Records	District Office	Director of Special Education
Speech Therapy Records	School Office	Speech Therapist

Parents, guardians, or eligible students may request a copy of any written record. The fee for copies will be 25 cents per copy.

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Disciplinary Records

Whenever there is information included in a pupil's written records or the cumulative record concerning any disciplinary action that was employed by District personnel in connection with the pupil, the pupil's parent/guardian shall be allowed to include in such records a written statement concerning the disciplinary action.

Correction of Records

The parent/guardian or an eligible student may file a written request with the Superintendent or designee to remove or correct any information recorded in the written student records which he/she alleges to be

1. Inaccurate
2. Misleading
3. A violation of the student's right of privacy

Within 30 days of receipt of such request the Superintendent or designee shall meet with the parent/guardian or eligible student. If the meeting is with the Superintendent's designee, a written recommendation shall be made to the Superintendent. The Superintendent shall then approve or deny the request. If the request is approved, the information shall be removed or corrected and the parent notified.

If the request to remove the material is denied, the parent/guardian or eligible student may, within 30 days of the denial, appeal the decision in writing to the Board of Education or an Administrative Hearing Panel of disinterested persons.

Within 30 days of receipt of such an appeal, the Board of Education or Administrative Hearing Panel shall, in closed session with the parent/guardian or eligible student and the certificated employee who recorded the information in question, if any, determine whether or not to approve or deny the request.

If the Board of Education or Administrative Hearing Panel approves the request, the Superintendent shall immediately remove or correct the information from the written records of the student and notify the parent.

The decision of the Board of Education or Administrative Hearing Panel shall be final.

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Correction of Records - continued

Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board of Education or Administrative Hearing Panel, unless the parent/guardian or eligible student initiates legal proceedings relative the disputed information within the prescribed period.

If the final decision of the Board of Education or Administrative Hearing Panel is unfavorable to the parent/guardian or eligible student, or if the parent/guardian or eligible student accepts an unfavorable decision by the Superintendent, the parent/guardian or eligible student shall then have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's school record.

Disclosure of Education Records

The District will disclose information from a student's education records only with the written consent of the parent, guardian or eligible student, except for the following:

1. To persons employed by the District, elected to the Board of Education or under contract to the District who are responsible for planning and providing an educational program for students.
2. To officials of another school district, upon request, in which a student applies or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General and/or state and local educational authorities, in connection with certain state or federally supported education programs.
4. To accrediting organizations to carry out their functions.
5. To comply with a judicial order or lawfully issued subpoena.
6. To appropriate parties in a health or safety emergency.
7. Directory information as designated by the District.

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Record of Requests for Disclosure

The District will maintain a log of all requests for and/or disclosure of information from a student's education record. The log will indicate the party making the request and the reason the party had in requesting or obtaining the information. The log may be reviewed by the parent, guardian or eligible student.

Directory Information

Directory information is limited to the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, honors and awards received, and school of attendance.

The District may disclose any of these items without prior written consent, unless notified in writing that part or all of the directory information should not be disclosed, pursuant to Education Code 49073 and 49073.5. A form is available on the District website.

Parent Notification

Parents will be notified each school year of their rights under the Federal Family Educational Rights and Privacy Act (FERPA) by publication in the Parent and Student Guide.

Approved: 9/13/94, 1/17/12