

## **ENROLLMENT**

Enrollment Forms are to be distributed by staff to all students at the beginning of each school year. These forms are to be kept by the building principals. The Enrollment Forms shall contain a provision for “emergency care” information.

The student's legal name must appear on the Enrollment Form.

Folders are provided to keep the school record of each student attending school in the District. Each student should have two (2) records, the working record which shall be kept up to date at all times by each teacher and is kept at the school and the permanent folder which is kept at St. Maries High School.

Permanent enrollment lists are records which should not be completed until after the second week of school.

Perfect attendance will be in affect through the first week for all students enrolled before the end of the second week of school.

Individual building principals shall report enrollment figures to the District Office before noon on the first day of school.

The following procedures apply to checking students in or out of school:

1. Staff will determine if the student has previously been enrolled in any school in the District and whether or not the student has a permanent record on file.
2. If the student has not been enrolled before, staff will create a working folder and a permanent folder as referenced above.
3. If a student transfers, staff will mark the date of transfer, total days attended and the average of the grade earned to date of transfer. The working folder should be destroyed, and the permanent folder should be transferred to St. Maries High School for storage.

## **MAINTENANCE OF SCHOOL STUDENT RECORDS**

The District shall maintain a record for each student that shall contain information, including but not limited to the following:

1. Birth Certificate
2. Proof of Residency
3. Unique Student Identifier
4. Basic Identifying Information
5. Academic Transcripts

6. Immunization Records
7. Attendance Records
8. Intelligence and Aptitude Scores
9. Psychological Reports
10. Achievement Test Results
11. Participation in Extra-Curricular Activities
12. Honors and Awards
13. Verified Reports or Information from Non-Educational Persons
14. Verified Information of Clear Relevance to the Student's Education
15. Log Pertaining to Release of Student's Record
16. Disciplinary Information

Information in student files shall be maintained after a student graduates or permanently leaves the District.

Records for a special education student with disabilities who graduates or permanently withdraws from the District, including eligibility documentation, IEPs, Consents and Written Notices will for at least six (6) years, be maintained until such time or when the District has been given written consent from the parent(s) and/or adult former student to destroy the records or transfer the records to the parent(s) or to the student if the student has succeeded to the rights of the parents. Such written records of individual students are confidential and shall be shredded or burned under supervision of the staff member responsible for the records if not released to the parent(s) and/or adult former student. The records manager should maintain a log that documents the date of destruction or release of records.

The Superintendent's designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

The unique student identifier is a number issued and assigned by the State Department of Education to each student currently enrolled or who will be enrolled. The unique student identifier shall follow the student from each school district or LEA or upon return to a school district or LEA after an absence no matter the length of absence.

### **ACCESS TO STUDENT RECORDS**

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this Policy.
2. The parents of a student under eighteen (18) years of age shall be entitled to inspect and copy information in the student's school records. Such requests shall be made

in writing and directed to the records custodian. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

- A. Academic Progress Reports or Records
- B. Health Reports
- C. Notices of Parent-Teacher Conferences
- D. School Calendars distributed to parents/guardians
- E. Notices about Open Houses and other major school events, including student-parent interaction

When the student reaches eighteen (18) years of age, graduates from high school, marries, enters military service, or becomes legally emancipated all rights and privileges accorded to the parent become exclusively those of the student. The parents of dependent students, as defined by the I.R.S. (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived his or her right of access, after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The District shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).
6. The District shall grant access to or release information from any student record as specifically required by federal or state statute.
7. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy shall be mailed to the parent or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
8. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 5. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
10. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose knowledge of

- the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The exception is temporarily limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. The District shall notify the parents or eligible student as soon as possible of the information released, the date of the release, the person, agency, or organization to which the release was made, and the purpose of the release and the same information shall be recorded in the student's record log.
11. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
  12. The District charges a nominal fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship.
  13. A log of all releases of information from student records (including all instances of access granted, whether or not records were copied) shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other such person. The log of release shall include:
    - A. Information released or made accessible
    - B. The name and signature of the records custodian
    - C. The name and position of the person obtaining the release or access
    - D. The date of the release or grant of access
    - E. A copy of any consent to such release

## DIRECTORY INFORMATION

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

- A. Name
- B. Address
- C. Gender
- D. Grade level
- E. Birth date and place
- F. Parents/Guardians' names and addresses
- G. Academic awards, degrees, and honors
- H. Information in relation to school-sponsored activities, organizations, and athletics
- I. Major field of study
- J. Period of attendance in school

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

**MILITARY RECRUITERS/INSTITUTIONS OF HIGHER EDUCATION**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

**STUDENT RECORD CHALLENGES**

The parents may challenge the accuracy, relevancy or propriety of the records, except for grades, and reference to expulsions or out-of-school suspensions, if the challenge is made when the student’s school records are being forwarded to another school. They have the right to request a hearing at which each party has:

- A. The right to present evidence and to call witnesses
- B. The right to cross-examine witnesses
- C. The right to counsel
- D. The right to a written statement of any decision and the reasons therefore
- E. The right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

**Policy Cross Reference:**

**Legal Reference:**

20 U.S.C. § 1232g	Family Education Rights and Privacy Act
34 C.F.R. 99	Transfer of Student Records – Duties
Idaho Code §33-209	Parents’ Access to Records and Information
Idaho Code §32-717A	
IDAPA 08.02.03.009	

**Policy History:**

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