



**Policy:** [Education Records – Code C1](#)

**Procedural Requirements:**

“The superintendent has overall responsibility for education records throughout the district and for assuring that adequate systems are in place to maintain such records and to provide parents with access to them in accordance with state and federal law. The Superintendent is responsible for developing procedures to assure the consistent implementation of this policy. The procedures shall comply with all federal and state laws and regulations governing access to and the collection, maintenance, disclosure and destruction of education records.”

**Procedure:**

[Elementary School Student and Family Handbook](#) (pages 22-24)

FAMILY EDUCATION RIGHTS

As the parent of a student enrolled or as an eligible student enrolled in the Mountain Views Supervisory Union, you have the following rights with respect to your child’s (or, if an eligible student, your own) education records:

- To inspect and review the student’s education records;
- To seek amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy rights;
- To provide consent prior to disclosure of personally identifiable information contained in the student’s education records, except to the extent that the law allows disclosure without your consent;
- To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of law with respect to your rights under the Family Educational Rights and Privacy Act (FERPA). A complaint may be made in writing to the Family Policy Compliance Office, U.S. Department of Education 4512 Switzer Building, Washington, DC 20202-4605.

The procedure for exercising your right to inspect and review education records is as follows:

- schedule an appointment with the school principal to review records with an authorized member of the school staff.

The procedure for seeking amendment of education records is as follows:

- Submit a written request to the school principal identifying the part of the record you would like changed, and
- specify why you believe it is inaccurate, misleading, or in violation of the student’s privacy or other rights.

MVSU has a policy of disclosing educational records to school officials with a legitimate educational interest without prior consent. A school official with a legitimate educational interest is defined as follows:

“School official with a legitimate educational interest” means any teacher, administrator, other professional or service provider employed by or contracted with the district to provide educationally-related services (including, but not limited to, consultants, attorneys, auditors, insurers, evaluators, support staff, substitutes, assigned student teachers, interns, volunteers, teacher’s aides), or school board members who need information relating to a particular student in order to carry out his/her official duties for the district. Where an issue is raised, the principal (or superintendent) shall decide whether an individual has a legitimate educational interest in the information or record.

The MVSU schools forward education records to other agencies or institutions that have requested the records, and in which the student seeks or intends to enroll.

This Notification of Rights is only a summary of rights. Your rights to inspect and review education records, and the school district’s duty to have your written consent prior to disclosure of personally identifiable information, are subject to limitations. Further details are contained in the school district’s detailed student records policy and procedures, and in state 13 and federal law. You are an eligible student if you are at least 18 years of age or are attending an institution of post-secondary education.

#### NOTIFICATION OF DESIGNATED DIRECTORY INFORMATION AND RIGHT OF REFUSAL

Schools in Mountain Views Supervisory Union may disclose designated directory information on students and eligible students without the prior consent of the parent of eligible students and without any record of such disclosure. The following types of personally identifiable information have been designated directory information:

- Student’s name
- Address
- Telephone listing
- Email address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in recognized school activities and sports
- Weight and height of member of athletic teams
- Degrees, honors, and awards received
- Student ID numbers, user ID, and other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

If you are an eligible student and are currently attending school in any of the MVSU schools, or if you are the parent of a student currently attending school in any of the Mountain Views Supervisory Union school districts, you have a right to refuse to permit the designation of any or all of these types of information as directory information concerning your child or (if you are an eligible student) yourself, by providing written notice of your refusal, listing the type (s) of information which you refuse to have so designated, to the principal of the school your child attends (or the school you attend, if you are an eligible student), on or before September 1st of the current school year. You are an eligible student if you are at least 18 years of age or attending an institution of post-secondary education.

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