

## Student Record Notification to Parents

In compliance with Federal and State regulations, the Ashley Community Schools has established the following guidelines concerning student records:

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those authorized by Federal law and District regulations.

A parent, guardian, or adult student has the following rights:

- Inspect and review the student's education records;
- Request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- File a complaint with the Department of Education; and
- Obtain a copy of the District's policy and administrative guidelines on student records. (See Board Policy # 8330).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by District's policy and administrative guidelines and/or those in the law.

The District has established the following information about each student as "directory information": name; address; participation in officially recognized activities and sports; honor roll; height and weight; date of graduation; awards and scholarships received. (Board Policy 8330).

High school students and their parents/guardians may prevent disclosure of a student's name, address and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the principal.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the District in writing within thirty (30) days from the date of this notification that she/he will not permit distribution of any or all such information.