

STUDENT RECORDS

Confidentiality of Student Records

RVSD protects the confidentiality of personally identifiable information for all students in accordance with state and federal law and the District's student records policy.

Student Records

As an important part of a student's formal educational file, school records are confidential and privileged. In addition to District policy 216 regarding the collection, maintenance, and dissemination of student information, parents of an eligible/non-eligible child have rights guaranteed by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232 g; 34 CFR Part 99). Parents have the right to inspect their child's records within forty-five (45) days from the date of a written request. A written request for copies of your child's records may be made at a fee not to exceed duplicating costs. Requests to review, inspect, or duplicate should be submitted to the building principal. If a parent believes that any information in the records is inaccurate, misleading, or in violation of privacy, a request for a change in records or a hearing if the request is refused may be made.

Release of Information

Your child's records cannot be released without written consent except for directory information, incidents specified in the policy, or as otherwise stated herein. Directory information may consist of name, address, telephone number, date and place of birth, major field of study, honors won and offices held, recognition for achievements, post high school endeavors, recognition of graduating seniors, participation in officially recognized activities and sports, weight and height (for members of athletic teams), dates of attendance, enrollment status, degrees and awards received, and the last educational agency or institution attended by the student. If you do not want directory information about your child transferred, you may prevent its release by contacting the District in writing within thirty (30) days from the receipt of this notice. Please address such requests to the building principal.

Disclosure Exceptions

Your child's records may be moved to another school or school system in which you plan to enroll your child or in which your child is already enrolled, if you notify the school, or if the enrolling school system submits written notification of enrollment. Examples include: school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities within a juvenile system, pursuant to specific state law.

Maintenance of Records

Records will be maintained on a child as determined by District policy. Permanent records will be kept for one hundred (100) years beyond the date the student attains the age of twenty-one (21). The permanent records may contain such information as the student's name, birth date, address, enrollment date, class rank, grades, and academic and nonacademic awards. Parents have certain rights with respect to their child's records that are transferred to a student when he or she reaches the age of eighteen (18) or attends an institution of post-secondary education unless the student is dependent upon the parent, as defined in Section 152 of the Internal Revenue Code of 1954. Should your primary language not be English, you may write for assistance in understanding the records policy and your child's records. The policy regarding records for eligible and non-eligible students can be found on the District website. Should you feel that the District is not providing the rights guaranteed by FERPA, you may file a letter with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.