

Poplar School District

STUDENTS

3600

Student Records

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy and challenge school records.

The District will ensure information contained in student records is current, accurate, clear and relevant.

All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child.

Military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless the parent(s)/guardian(s) notifies the school not to release this information.

The Superintendent will implement this policy and state and federal law with administrative procedures.

The Superintendent or designee will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

Cross Reference:

Administrative Procedures

Legal Reference:

§ 20-1-212, MCA	Family Educational Rights and Privacy Act, 20
§ 20-5-201, MCA	U.S.C. § 1232g; 34 C.F.R. 99
§ 40-4-225, MCA	Destruction of records by school officer.
10.55.909, ARM	Duties and sanctions
	Access to records by parent
	Student Records
	No Child Left Behind Act of 2001, P.L. 107-334

Policy History:

Adopted on:

Revised on: 11 July 2016