

STUDENT RECORDS

The school maintains custody of extensive educational and personal information about each of its students. This information is needed to meet Ohio's school enrollment and attendance requirements, and is used by school staff for educational decision making. These records shall be readily available to appropriate school personnel, to parents and/or students, and yet shall be protected as confidential information.

Student information and/or records shall not be shared except under the following conditions.

1. A specific written request to share information from a parent, or student 18 or older.
2. Upon request, transfer of student records to an educational institution for the purpose of continuing education.
3. With prior parent approval to a law enforcement official to locate a missing child.
4. With prior parent approval to comply with a judicial order.
5. Medical information can be released to emergency personnel to protect the health and safety of the student.
6. Sufficient information needed to report violations of law committed by the student. Parents are to be notified when this occurs.
7. Directory information can be shared with representatives of the armed forces, business, industry, charitable institutions, other employers, and higher education. Directory information can include any or all of the following: name, address, phone listing, date and place of birth, major field of study, dates of attendance, date of graduation, awards received, participation in recognized activities or sports, weight and height of members of athletic teams.

Additional restrictions on protecting student information.

1. A legal guardian, or student 18 years or older, may make a written request that no student information, including directory information, be released without specific prior written consent.
2. Directory information may not be released for use to a profit making activity.
3. The requestor of directory information may not transfer the information to a third party.
4. The school will maintain a record of all requests to access a student's information and will record their name, date, and purpose of accessing the student's records.
5. A non-residential parent is permitted the same access to all student information as is the residential parent. The school will provide, on request, a set of grade reports and other school information shared with the residential parent, unless there are restrictions to this sharing by court order.
6. The school is required to maintain control of all student records. However, a parent, or student, may obtain copies of any or all records that the school maintains relating to the student.
7. Parents and students are only entitled to view their own personal information. A school document that reports, for example, on an incident involving more than one student, will not be shared without redactions of the other student's names.
8. Sealed Records. While the school is permitted to maintain student records that were subsequently sealed by court order, the information is considered protected and confidential. No school employee shall release the information to anyone for any purpose.

Parent notification

The following student-information rights will be shared on the school web page.

1. It is the intent of the school to limit the disclosure of information contained in the student's educational records, except by (1) prior written consent, (2) as directory information, and (3) under a few limited circumstances contained in school Policy JO.
2. Educational records will be forwarded to other education entities that request records in connection with a student's transfer or enrollment.
3. Parents and students have the right to inspect and review the student's education records.
4. Parents, and/or students, have the right to only inspect the records of their own child. They are not permitted to review the records of any other students.
5. Parents and students have the right to request that inaccurate or misleading information found in the record be corrected by bringing this information to the attention of the records custodian, or to the school leader. The information will be reviewed to discern the information of concern, the desired alterations that are requested, and to reach an agreeable solution to adjusting, or not adjusting, the record. Appeals can be taken to the Board for final review.

REF: ORC 2151.357; 3319.321
Policy KBA

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