

Integrated Day Charter School

Governing Board



Policy Series: 5000

Policy Number: 5125

Students

Student Educational Records/Annual Notification of Parent/Student Rights Policy

The Director shall be responsible for ensuring that all recordkeeping and notification requirements under federal and state statutes shall be carried out by the IDCS.

As noted in the student handbook, which is distributed annually, parents are permitted to inspect and review educational records regarding their child. An eligible student is permitted to obtain and review records with their parent when they have a reason to examine them. Access may not be denied to the appropriate parties.

Personally identifiable information from a student's educational records may not be disclosed without the prior written consent of the student's parents, except as otherwise permitted by administrative regulations to other school officials within the school who have been determined by the school to have legitimate educational interests.

Parents at IDCS are provided with an opportunity to seek the correction of the student's educational records through a request in writing to the director to review and amend the records or to hold a group meeting with the director, classroom teachers and pertinent specialists. Furthermore, the parent has the right to place a statement in the educational records of the student.

Access to student records is made within five days of the date of request, earlier if possible.

Student education records are confidential and are secure.

Orderly retention and disposition per applicable state statutes of student records is followed.