

<h1>POLICY</h1>	2008	7350
	<b>Students</b>	

**Subject: Student Records**

Educational records will be kept for each student within the Williamson Central School District and will reflect the physical, emotional, social and academic aspects of a student’s development in the educational process.

Student information is confidential, and personally identifiable information will not be released without the prior written consent of the parent or the student over 18 years of age. Safeguards will be established by the Superintendent to protect the student and the student’s family from invasion of privacy in the collection, maintenance and dissemination of information.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. The provisions afford parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. This includes all official records, files and data that are incorporated into the student’s cumulative record.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records except to the extent that FERPA allows.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

In the case of divorced or separated parents, the parent with custody of the student will receive the official school report card. The building principal may release information on student progress to the other parent upon request and determination of legality.

Family Educational Rights and Privacy Act of 1974

Approved: Board of Education  
December 10, 2003

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March 26, 2008