

POLICY 515 PROTECTION AND PRIVACY OF EDUCATION RECORDS

Appendix A	Statement of Rights
Appendix B	Notice of Designation of Directory Information
Appendix C	Denial of Release of Directory Information
Appendix D	Notice to Parents/Guardians and Students regarding the Release of Information to Military Recruiters
Appendix E	Authorization for Release of School Records
Appendix F	Consent for the release of Confidential Information Regarding Alcohol & Drug Abuse Student Records
Appendix G	Request for Access to Records
Appendix H	Request for Correction to be Made in the Education Record
Appendix I	Retention of Test Protocols
Appendix J	Authorization to Release and Obtain Private Data (HIPAA)

Records will be maintained on all students enrolled in or through the school district as required by State/Federal statute, law, rule, or regulation and as specified in Procedure 515 - Protection and Privacy of Education Records. These records will be maintained for the purpose of enforcing school district policies, meeting the school district's obligations under the law, and aiding each student in the educational process.

This policy on collection, security, and release of student data complies with the provisions of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g; 34 C.F.R. Part 99), the Minnesota Government Data Practices Act (M.S. Ch. 13 and MN Rules Part 1205, the Confidentiality of Information Section of the Individuals with Disabilities Education Act (34 C.F.R. Parts 300.610 - .627), the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR Parts 160, 162 and 164) and the Records Retention Act (M.S. 138.17).

Policy Revised: 11/17/13

Policy Revised: 6/23/09

Policy Revised: 2/1/94

Policy 515 Adopted 9/2/03 (Formerly Policy 5710)

Policy Revised: 2/4/86

Policy Adopted: 3/5/75

Cross Reference:

Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Policy 506 - Student Discipline

Policy 519 - Interviews of Students by Outside Agencies

Policy 541 - Chemical Use/Abuse

Policy 551 - Exclusion and Expulsion

Policy 925 - Internet (World Wide Web) and Intranet Publishing