

Educators have significant responsibility for protecting personal and academic information about students in their schools and school districts, including information related to work-based learning experiences and employment. Following are a model policy and model rules for schools and educators to use regarding student records and the sharing of student information.

### **Dissemination of Student Personnel Record Data**

Student records are an essential part of the educational process. To serve this end, information about students which is required by law, or which is considered necessary in accomplishing the educational goals and objectives established by the school district and its sub-units, should be collected and maintained under the supervision of the professional and non-professional certificated staff.

Collection, dissemination, and retention of all student information should be controlled by procedures designed to implement the primary task of the district and its sub-units, while protecting individual rights in the best interest of the students and preserving the confidential nature of the various types of records.

The intent of rules concerning student records is to establish policy and procedures, to protect the rights of the individual, and to emphasize the concept of free flow of information between parents, students, and school.

### **Sources of Requests for Information**

A student's parent or designated representative shall have access to educational records by scheduled appointments.

Only certificated school personnel who have a proper educational purpose shall have access to student records. Staff members shall respect and observe the importance of the student record. The utmost personal and professional responsibility is required in the uses to which they put their special knowledge about a student.

### **Others**

No other person, such as an employer, may have access to any data in a student's records except under one of the following circumstances and when proper written consent to the access of such records has been obtained.

- The student's parent must give the consent. However, when students reach the age of 18, their consent and not that of the parents must be obtained for access to the information.
- The written consent must specify the records to be accessible and to whom they are accessible. Each request for consent must be handled separately. Blanket permission for the access of the information shall not be honored.

### **Notice to Students and Parents – Directory Information**

The student handbook or similar publication given to each student contains general information about the school and shall contain the following statement, which shall also be published at least annually in a prominent place in a newspaper of general circulation in the school district.

The following information may be released to the public in regard to any individual student of the school district as necessity and desirability arises. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school which the student is attending. This objection must be renewed at the beginning of each school year. Potential items released may include name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, and similar information.

### **Nonpublic School Students Enrolled in Public School Offerings**

The public school records of a nonpublic school student attending the public schools shall be available to the parents of that student to the extent that student is in attendance in schools belonging to the district.

The education records of a nonpublic school student enrolled in courses or receiving services from the public school district may be shared with the certificated staff of the nonpublic school in which the student is also enrolled, provided that the parents of the student are notified.

### **Third-Party Permission Release**

Except for the release of directory information, every time confidential information regarding a student is released to anyone other than the student, parent, or local school personnel, it shall be accompanied by a letter indicating the confidentiality of the material and the necessity for obtaining written consent prior to release of any information to the third party.

### **Notice of Rights**

The school administration shall have cause to publish, at least annually, in a newspaper of general circulation in the district and in appropriate school publications, notification of the rights accorded students and parents under school rules governing student records. Notice shall be sent individually in the language of the parent or student over the age of 18, if a language other than English is necessary to communicate notice.

### **For More Information...**

Check with the Iowa Department of Education.

515-281-8661

<https://www.educateiowa.gov/student-privacy-more-guidance-us-department-education>