

Availability of Student Records In Accordance With Family Education Rights And Privacy Act Of 1974

This policy has been developed to assure that information regarding individual students is available to their parents and is not made a matter of public discussion. The program guarantees that any material used by the schools to make educational judgments regarding a student is available for review by that student's parents or guardians. A qualified professional will be made available to assist these parents in fully understanding the materials. On the other hand, this regulation protects the privacy of children and parents. It specifically denies access to these materials by unauthorized persons. School principals are obligated to review pupil records with parents within a reasonable time following such a request. Special provision has been made for parents to request removal of materials from pupil files if parents feel that its inclusion is not appropriate. Full details regarding procedures to make pupil records available to parents are included in [Board of Education Policy No. 5125](#).

Access To School District Records

In compliance with the New York State Freedom of Information Law, residents of the school district may review official records of the school district. To minimize interruptions in the regular routine of the offices of the schools, requests to review these records should be made to the Superintendent of Schools on a form, which has been developed for this purpose. Copies of school district records will be made for residents at a nominal fee. Exceptions to this policy, of course, are matters of a personal nature regarding particular pupils. Furthermore, the school district is not obligated to develop information in a format, which is not generally maintained. Full details of this program are contained in the [Board of Education Policy No. 1111](#).

Availability Of Student Records

Permanent record files are intended to provide information that can be used to develop the best possible educational program for each student. A student's file contains information useful for counseling, individual instructional program design, recommendations as to advanced study, job placement, and a variety of similar purposes. A parent or legal guardian is entitled to inspect the student's cumulative record by making an appointment with counseling department staff members.