Students

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) governs the collection, retention and use of information about individual students and groups of students.

The educational interests of the student require the school to collect, retain and use information about individual students and at the same time, the student’s right of privacy mandates careful custodianship and limitations on access to student records.

The Board of Education is responsible for assuring that all student records of Adrian Public Schools’ students are collected and maintained in accordance with state and federal laws. The Board hereby authorizes collection of the following student records:

1. Membership Records
2. Observations and ratings (grades) of individual students by professional staff members acting within their areas of competency.
3. Samples of student work (portfolios)
4. Information obtained from professionally acceptable standard instruments of measurement.
5. Information provided by a parent/guardian or adult student concerning achievements and school activities.
6. Verified reports of serious or recurrent behavior patterns.
7. Rank in class and academic honors earned
8. Psychological Tests
9. Attendance Records
10. Health records including immunization records
11. Custodial Arrangements
12. Vocational preference inventories
13. Achievement Tests
14. Standardized Tests
15. Discipline Records
16. Special Education Records

In all cases, permitted narrative information in student records shall be objectively based on the personal observation or knowledge of the originator. Student records shall be available only to students and their parents/guardian, adult students and designated school officials and personnel who have a legitimate educational interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the students’ educational records unless stipulated otherwise by court order.
The Superintendent will develop administrative regulations to implement the requirements of the Family Educational Rights and Privacy Act and procedural regulations for the proper storage and retention of student records.

Policy: Board Action (Revision)
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 Revised: February 14, 1975
 January 15, 1979
 November 19, 2001

REFERENCES: Family Educational Rights and Privacy Act (FERPA)
 MCLA 750.491