

Policy 3600: Student Records

Status: ADOPTED

Original Adopted Date: 04/18/2013 | **Last Reviewed Date:** 04/17/2019

Student Records

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

The District will ensure information contained in student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child.

The Board will implement this policy and state and federal law with administrative procedures. The designee will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

Administrative Rules of Montana References

	Description
10.55.909	Student Records
10.55.910	Student Discipline Records
37.111.825	Health Supervision and Maintenance

Montana Code Annotated References

	Description
20-1-212	Destruction of Records by school officer
20-5-201	Duties and Sanctions
20-7-104	Transparency and public availability of public school performance data
20-7-1317	Electronic directory photograph repository
40-4-225	Access to records by parent
40-6-701	Interference with fundamental parental rights restricted
41-3-201	Reports
41-5-215	Youth court and department records

United States Code References

	Description
20 U.S.C. § 1232g, et seq.	Family Education Rights and Privacy Act
34 C.F.R. 99 et seq.	Family Education Rights and Privacy Act

Cross References

	Description
2132	Student and Family Privacy Rights
2158	Parent and Family Engagement and Educational Involvement
2413	Credit Transfer and Assessment for Placement
3110	Entrance, Placement, and Transfer
3410	Student Health
3608	Receipt of Confidential Records