

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: Education Records / Records of Students with Disabilities

Policy Number: JO Effective Date: 10/2023

Date of Original Policy and Revisions: 1/84, 9/95, 5/00, 2/08, 7/08, 4/10, 12/13, 5/14, 12/18

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 10/2026

POLICY

Education records are those records maintained by the District that are directly related to a student.

The primary reason for the keeping and maintaining of education records for students is to help the individual student in their educational development by providing pertinent information for the student, their teachers and their parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post high school education.

The District shall maintain confidential education records of students in a manner that conforms with state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate, verifiable, and should have a direct and significant bearing upon the student's educational development.

The District annually notifies parents/guardians or adult students that it forwards education records requested by an educational agency or institution in which the student seeks to enroll or receive services, including special education evaluation services.

The District shall comply with a request from parents/guardians or an adult student to inspect and review records without unnecessary delay. The District provides to parents/guardians of a student with a disability, or to an adult student with a disability, the opportunity at any reasonable time to examine all of the records of the District pertaining to the student's identification, evaluation, educational placement, and free appropriate public education. The District provides parents/guardians or an adult student, on request, a list of the types and locations of education records collected, maintained, and used by the District.

Regarding records to be released to District officials within the agency, the District's notice includes criteria for determining legitimate educational interest and the criteria for determining which school officials have legitimate educational interests.

School officials may also include a volunteer or contractor who performs an institutional service on behalf of the school.

The District annually notifies parents/guardians and adult students of what it considers to be directory information and the disclosure of such.

The District shall give full rights to education records to either parent/guardian, unless the District has been provided legal evidence that specifically revokes these rights. Once the student reaches age 18 those rights transfer to the student.

A copy of this policy and administrative regulation shall be made available upon request by parents/guardians and students 18 years or older or emancipated.

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REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

ORS 107.154

ORS 326.565

ORS 326.575

ORS 339.270

ORS 343.177(3)

OAR 166-400-0010 to 166-450-0010

OAR 581-021-0220 to – 0430

OAR 581-022-1660

OAR 581-022-1670

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.501 (2006).

Bethel Administrative Rule JO: Education Records – Records of Students with Disabilities