

## **SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE**

The BOCES shall comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under its provisions, parents of a student under eighteen (18), or eligible students -have a right to inspect and review education records of the student.

### **Education Records**

"Education records" means those records that are directly related to a student and are maintained by St. Lawrence-Lewis BOCES or by a party acting from St. Lawrence-Lewis BOCES.

"Parent" includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. Non-custodial parents are granted full rights under the Act unless St. Lawrence-Lewis BOCES has been provided with evidence of a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

"Eligible student" means a student who has reached 18 years of age or is attending an institution of postsecondary education.

### **Access to Student Records**

The Board directs that administrative regulations and procedures be formulated to comply with the provisions of federal law relating to the availability of student records. The purpose of such regulations and procedures shall be to make available student records and files on students to parents or eligible students, and to ensure the confidentiality of such records with respect to third parties.

### **Challenge to Student Records**

Parents or eligible students shall have an opportunity for a hearing to challenge the content of the school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

### **Student Directory Information**

The BOCES shall annually inform parents or eligible students of their right to refuse the release of student director information and indicate a time period for their response. Following such notice and a reasonable response period, the BOCES may release such information to an outside group without individual consent. The BOCES shall only release such director information on a case-by-case basis in response to legitimate requests by

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Students

## **SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE Cont'd**

employers, post-secondary institutions, and organizations providing awards and/or scholarships for the purpose of verifying enrollment, attendance and/or program completion.

In accordance with the Family Educational Rights and Privacy ACT (FERPA), St. Lawrence-Lewis BOCES has designated student directory information as the following: name, major field of study, participation in officially recognized activities, dates of attendance, and degree and awards received.

Family Educational Rights and Privacy Act of 1974, 20 United States Code (USC) Section 1232g  
34 Code of Federal Regulations (CFR) Part 99

NOTE: Refer also to Policies [#6313 – Children with Disabilities](#)  
[#6321 – Custodial/non-Custodial Parents](#)

Adopted: 7/2002  
Revised: 8/2012