

Effective Date: 5/21/19	500-32 Collection, Maintenance and Dissemination of Student Records and Information
Revision Date:	Approved by: DPSA Board
Last Reviewed 3/18/21	

Compliance with FERPA and the Minnesota Data Practices Act

The Head of School shall approve administrative regulations, which establish procedures and practices in regard to student records to:

1. Ensure that information and data collected from and about students by staff personnel will be used for the educational benefit of the students and attainment of the school's educational purposes.
2. Ensure that such information and data, be it manually or electronically stored, shall not be released or otherwise disclosed to an unauthorized third party or parties without the written consent of the student's parent, guardian or student who has reached the age of eighteen, unless the release or disclosure of information falls within an applicable federal or state statutory exception.
3. Grant the student's parent or guardian access to all school records pertaining to that student within a reasonable period of time following receipt of a written request by the principal or other designated staff member. If the student is eighteen years of age or older, only he/she may have access to those records, and the student must provide written consent prior to release of his/her records to a third party. The term "third party" includes parents.
4. Ensure that parents, guardians or students who have reached the age of eighteen have the opportunity to challenge allegedly inaccurate, misleading or otherwise inappropriate information within the student's record.
5. Ensure that all appropriate consents are obtained should the school decide to release or otherwise disclose directory information.
6. Ensure that the school maintains compliance with all federal and state statutes, as well as State Board of Education regulations, designed to protect the confidentiality and privacy rights of students and families. In accordance with these requirements, staff will be notified about students with communicable diseases if the information is necessary to provide an appropriate education or if special precautions are required.
7. Ensure that all required written permissions are obtained.

Designation of a Responsible Authority

The School Board designates the Head of School as the responsible authority having jurisdiction over all data collected and maintained on individuals.

The duties include:

1. Establishment of procedures and safeguards to ensure that information contained in records is accurate, complete, current, and available.
2. General supervision of collection and storage of data and use and dissemination of data to ensure that such activities are limited to those necessary for the administration and management of authorized programs.

3. Appointment of an individual to be responsible for each file or system containing data on individuals.

Principals/Academy Directors and other designated staff members shall be responsible for the maintenance, confidentiality, and security of student records. Records security at all times shall be maintained, including periods of authorized use as set forth in the administrative regulations.

NOTE: All rights related to records transfer to a student when they turn eighteen.

References: 20 U.S.C. § 1232g (Family Ed Rights and Privacy Act of 1974; 34 C.F.R. 99.1 et seq.; Minn. Stat. § 13.01 et seq. (MN Data Practices Act).