Administrative Regulation

INSPECTION OF EDUCATION RECORDS

A. Parents of students, eligible students and persons designated in accordance with policy 8958.00, C., as representing the parents of handicapped children may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records.

B. Since a student's records may be maintained in several locations, the record custodian will offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school administrators will make every effort to accommodate their wishes.

C. Parents or eligible students should submit to the supervisor of the program or service being utilized a written request, which identifies as precisely as possible the record or records he or she wishes to inspect.

D. The record custodian will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

E. The record custodian will make the arrangements within ten (10) school days following the day request is received and will notify the parents or eligible students of the time and place where the record may be inspected. Parents of handicapped children are to be allowed to inspect and review all educational records prior to any meeting regarding an individualized education plan or hearing related to the identification, evaluation, or placement of their child.

F. If, for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Ingham Intermediate School District will arrange for the parent or eligible student to obtain copies of the record.

G. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

H. Upon receipt of a reasonable request for explanation and/or interpretation of a student's records from that student's parent or the eligible student, the record custodian will respond in accordance with sections B, D and E above.

LEGAL CITATIONS: FERPA, Section 99.5 (2i)
EHA-B, Section 121a.562(b3)
NCLB, 20 USC 1232(a)(b)(g)(h)

POLICY

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