IDENTIFICATION AND LOCATION OF STUDENT EDUCATIONAL RECORDS

A. The district will follow all applicable laws relating to the identification location and release of student records. The superintendent is directed to work with appropriate staff to ensure student privacy rights are protected.

B. The address for all the school officials responsible for student education records are:

1. For vocational education students:
   Director for Career Services and Technical Education
   Ingham Intermediate School District
   2630 West Howell Road
   Mason, Michigan 48854

2. For special education students:
   Director of Student Support Services
   Ingham Intermediate School District
   2630 West Howell Road
   Mason, Michigan 48854

3. For general education students:
   Supervisor of Pupil Accounting
   Ingham Intermediate School District
   2630 W. Howell Road
   Mason, Mi 48854

LEGAL CITATION: EHA-B, Section 99.5 (2iv)
FERPA Section 99.5 et seq.

POLICY

Adopted: October 20, 1981
Amended: January 18, 2011