USE OF STUDENT EDUCATION RECORDS

A. To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The Ingham Intermediate School District will use the following criteria to determine who are school officials. An official is:

1. A person who is duly elected to the school Board;
2. A person appointed to an administrative or supervisory position;
3. A person certified by the state and under contract to the school Board as an instructor;
4. A person employed by the school Board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute;
5. A person employed by or under contract to the school Board to perform a special task such as a secretary, a clerk, the school Board attorney, or auditor for the period of his or her performance as an employee or contractor;
6. A person serving as an intern or student teacher under the direct supervision of otherwise determined under A.1. through A. 5. above;
7. A person designated by a constituent local school district's records policy to have access to a student's educational record for legitimate educational purposes.

B. Only school officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school Board;
2. Perform a supervisory or instructional task directly related to the student's education; or

3. Perform a service or benefit for the student or the student's family, such as health care, counseling, student job placement, or student financial aid.

LEGAL CITATION: FERPA, Section 99.5(3)

ADMINISTRATIVE REGULATION

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