DISCLOSURE OF EDUCATIONAL RECORDS

A. The Ingham Intermediate School District will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent, except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school. The intermediate school district will not further notify parents or eligible students prior to such a transfer of records. Parents and students have a right to obtain copies of records transferred under this provision.

2. When certain federal and state officials need information in order to audit or enforce legal condition related to federally supported education programs in the intermediate school district.

3. To parties who provide or may provide financial aid to a student to:
   a. Establish the student's eligibility for aid.
   b. Determine the amount of financial aid.
   c. Establish the conditions for the receipt of the financial aid.
   d. Enforce the agreement between the provider and the receiver of financial aid.

4. If a state law that is not in contradiction with FERPA requires certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials.

5. When the intermediate school district has entered into a written agreement or contract for an organization to conduct studies on the intermediate school district's behalf to develop tests, administer student aid, or improve instruction.

6. To accrediting organizations to carry out their accrediting functions.
7. To parents of eligible students if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954.

8. To comply with a judicial order or lawfully issued subpoena. The intermediate school district will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision.

9. If the disclosure is an item of directory information and the student's parent or the eligible student has not refused to allow the intermediate school district to designate that item as directory information for that student.

B. The intermediate school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He/she deems it warranted by the seriousness of the threat to the health or safety of the student or other persons.

2. The information is necessary and needed to meet the emergency.

3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.

4. Time is an important and limiting factor in dealing with the emergency.

C. The intermediate school district officials may release information from a student's education record if the student's parent or the eligible student gives his or her prior written consent for the disclosure. The written consent must include at least:

1. A specification of the records to be released.

2. The reasons for the disclosure.

3. The person or the organization or the class of persons or organizations to whom the disclosure is to be made.

4. The parent or eligible student's signature.

5. The date of the consent and, if appropriate, a date when the consent is to be terminated.
D. The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

E. The intermediate school district will not release information contained in a student's education records, except directory information, to any third parties, except its own officials, unless those parties agree that the information will not be re-disclosed without the parent or eligible student's prior written consent.

LEGAL CITATIONS: FERPA, Sections 99.31 and 99.5(3)
EHA-B, Section 121a.573

ADMINISTRATIVE REGULATION

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