EDUCATION RECORDS – REQUESTS FOR ACCESS AND DISCLOSURE

A. The Ingham Intermediate School District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education record and of information it discloses and access it permits, with some exceptions listed below. This record is to be a part of the education records of the student and will be maintained in the record custodian's student record file. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, or local officials for the purpose of auditing or enforcing federally supported educational programs.

B. The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted or denied. If it was granted, the date access was permitted or the disclosure was made.

C. The district will maintain this record as long as it maintains the student's education record.

D. The record will not include requests for:

1. Access or access granted to parents of the student or to an eligible student;
2. Access or access granted to officials of the intermediate school district and its constituent local school districts, who have a legitimate educational interest in the student;
3. Or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent; or

4. Or disclosures of directory information designated for that student.

LEGAL CITATION: FERPA, Section 99.32

POLICY

Adopted: October 21, 1981