

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Records and Reports

Section Title: Release of Information

Sub-Section No. 503.1a

Page 1 of 1

The following guidelines will apply to enforcement of this policy:

1. Parents: Includes a parent, a guardian or an individual acting as a parent of a student in the absence of a parent or guardian. (Example: student may be staying with married brother or sister.) A principal may presume that the parent has authority to exercise the rights inherent in the act unless the principal has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or legally binding instrument which provides to the contrary.
2. Education Records: Includes academic work completed, level of achievement, attendance data, scores or standardized intelligence, aptitude or psychological tests, interest inventory results, health data, family background information, oral and written teacher or counselor ratings and evaluations.
3. Extraneous Material: Any extraneous material in student's education record should be removed. However, no information may be deleted from the file after a request has been made to review the file.
4. Information in Education Records: In general, schools should select only information which can assist the student with academic, personal, social or vocational decisions or information of pertinent or semi-pertinent value.
5. Release Without Consent: The principal may, without the consent of the student or parent, release a student's permanent record file to the following:
  - a. Other authorized representatives such as school district attorney or officials including teachers within the district who have a legitimate educational interest.
  - b. Officials of other schools in which the student intends to enroll. The student's parents shall be notified of the transfer and receive a copy of the record, if desired.
  - c. Such persons as necessary in connection with a student's application for or receipt of financial aid.
6. May Not Divulge: The school district personnel may not divulge to any other persons, other than those listed above, any information contained in a student's education record except:
  - a. By consent of parents, in writing, specifying records to be released and to whom.
  - b. In compliance with judicial orders or any lawfully issued subpoena, but upon condition that parents and student are notified of all such orders or subpoenas in advance of the compliance therewith by the school; or
  - c. By sole consent of the student after he/she reaches the age of eighteen or is married (whether eighteen or not). Such student also has the right to deny parental access to his/her records.
7. Directory Information: Directory information is the kind of information usually found in a general student directory. It contains such things as names, addresses and phone numbers of students, major fields of study, participation in extracurricular activities. If the principal of a school intends to publish a public directory, the principal is required to first give students notice of categories of information to be included in such directory, and allow a reasonable time for the student to withhold his/her name.
8. Military Recruiters/Institutions of Higher Education  
Pursuant to federal law, the District is required to release the names, addresses, and telephone

numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Adopted: 8/89

Reviewed: 2017, 2021