

Student Records Policy

The Family Educational Rights and Privacy Act (FERPA, 20 USC § 1232g) requires school boards to establish policies on student records and directory information. In accordance with the law, Phoenix Central School District's School Board's Student Records Policy contains the following information you should be aware of:

1. The right of the student's parent(s) or guardian(s) and eligible students to inspect and review the student's education records;
2. The intent of the school district to limit the disclosure of information contained in a student's education records except:
 - a. by prior written consent of the student's parent(s) or guardian(s) or the eligible student;
 - b. as directory information; or
 - c. under certain limited circumstances, as permitted by FERPA.
3. Parent(s) or guardian(s) of a student under 18 years of age or a student 18 years of age or older shall have an opportunity to challenge the content of their child's (their own) school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein;
4. The right of any person to file a complaint with the Department of Education if the district violates FERPA; and
5. The procedure that a student's parent(s) or guardian(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.
6. The Phoenix Central School District forwards education records to other schools that have requested the records and in which a student seeks or intends to enroll.

The district shall arrange to provide translations of this notice to non-English speaking parents in their native language.

To view the entire policy, visit our website at www.phoenix.csd.org and click on Board Policies (see#5500, 5500-R & 5500-E).