

**Annual Notification to Parents
Regarding Confidentiality of Student Education Records**

Dear Parent:

October 28, 2004

Mammoth - San Manuel Public School Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 CFR 300.560 - 300.574) issued pursuant to such Act; and

The Individuals with Disabilities Education Act; Title 20, United States Code, Sections 1412(2)(D) and 1417; and the Federal Regulations (34 CFR 300.560 - 300.574) issued pursuant to such Act; and

Arizona Revised Statutes, Title 15, Section 141.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. The student records maintained by the school may include - but are not necessarily limited to identifying data; report cards and transcripts of academic work completed; standardized achievement test scores; attendance data; reports of psychological testing; health data teacher or counselor observations; disciplinary records; and verified reports of serious or recurrent behavior patterns.

Special Education records are maintained in the District Office under the supervision of the Special Education Coordinator and Regular Education records are maintained at your child's school under the supervision of the building principal and are available only to the teachers and staff working with the student. If your child should transfer to another school, these records will be sent to the new school upon their request. Disciplinary records are included within the definition of educational record, which means they are to be forwarded to the student's new school. * Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the secretary at the student's school or the Special Education secretary at the district office for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be actual costs of copying.

If you believe information in the record file is inaccurate or misleading, you have the right to request that correction be made or to add comments of your own. If any time an agreement between the principal and parent cannot be reached, you may contact the School Superintendent and request a hearing.

Requests by parents, eligible students, or third parties to inspect or consents to release education records are to be in writing, signed and dated. Direction from parents or eligible students not to release information designated as directory information must also be written and dated. A parent who has given the school a direction not to release directory information can provide written consent to release the identified information in a specific situation.

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for five years after the date your child was last enrolled in this school.

Copies of the Student Education Record Confidentiality policies and procedures may be reviewed in the principal office. Federal law also permits a parent to file a complaint with the Family Policy Compliance Office in Washington, D.C., if you feel the school is violating school records policies and statutes.

*Documents related to the general nature of the offense and disciplinary action, such as an office referral form or cumulative disciplinary history is part of the student's educational record. Teacher's or administrator's notes from the investigation, witness statements, student's version of incident, etc., which are not retained as part of the student's record are not included. Documents entered into evidence at any hearing before the Governing Board or a hearing officer are part of the record of the hearing, and are confidential, not part of the student's record, although the findings and decision is part of the student's education record.