

## **REQUEST TO REVIEW/AMEND EDUCATION RECORDS**

### **The following procedures apply to a parent/guardian/adult student's request to review records:**

- a. The parent/guardian/adult student shall submit a request (preferably written) to the principal of the school attended by the student, asking to review the student's education records.
- b. Upon receipt of the request, the principal or designee shall set a date and time for inspection and review of the records (usually within three working days after the request has been made).
- c. The parent/guardian/adult student shall examine the student's education records in the presence of the principal and/or other person(s) designated by the principal. The record itself shall not be taken from the school building.
- d. During inspection and review of student education records by a parent/guardian/adult student and when requested by them, the principal will provide personnel necessary to give explanations and interpretations of the records.
- e. Upon request, one copy of the record shall be provided within a reasonable time to the parent/guardian or adult student. (fees may apply – see accompanying Policy JRA/JRC)

### **The following procedures apply to a request to amend a record:**

- a. Parents/guardians/adult students who believe that information contained in the education record of a student is inaccurate or misleading or violates the privacy or other rights of the student may request in writing that the school amend the records. The parent/guardian or adult student shall submit the request to the Principal at the school of attendance, or designee. The request shall clearly identify the part of the record to be amended and specify why the record is inaccurate, misleading or otherwise violates the student's privacy rights.
- b. Within 15 school days after receipt of the request or such longer period as may be required in extenuating circumstances, the Principal or designee will decide whether to amend the records in accordance with the request. If the request to amend is denied, the Principal or designee will notify the requesting person and inform such person of the right to a hearing. Unless otherwise designated by the Superintendent, requests for amendment made with respect to a current student will be decided by the building Principal or such person's designee and all other requests will be decided by the custodian of the records or such person's designee.

### **The following procedures apply to a request for a formal hearing:**

- a. If a parent/guardian or adult student is dissatisfied with the decision denying an amendment, such person may request a hearing by filing a written request with the

Custodian of Records for the District. (A request to amend a grade or a disciplinary finding due to a disagreement regarding the awarded grade or disciplinary finding, will not be granted a hearing. A request to amend a grade or a disciplinary finding based on an error in the entry process may be granted a hearing).

- b. Within 10 school days of receiving a request for a hearing, the District will appoint a hearing officer to conduct such hearing. The designated hearing officer will notify in writing the parent/guardian/adult student of the date, place and time of the hearing at least 10 school days in advance of the hearing. The hearing will be held within a reasonable period of time.
- c. The hearing officer will conduct the hearing. The official conducting the hearing will not have a direct interest in the outcome of the hearing.
- d. Parents/guardians or adult students will be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
- e. The hearing will be conducted in a fair manner with all procedures and evidentiary decisions made by the hearing officer.
- f. The hearing officer will make a decision in writing within 15 school days of the close of the hearing.
- g. The hearing officer's decision will be based upon the evidence presented at the hearing and will include a summary of the evidence and the reason for the decision.
- h. If the hearing officer decides to amend the records, the hearing officer will inform the person in interest and the Principal or custodian in writing.
- i. If the hearing officer decides not to amend the records, the hearing officer will inform the parent/guardian/adult student of their right to place in the student's records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records will be maintained by the school District as part of the records as long as the record or contested portion is maintained. If the school or any other party discloses the student record, the explanation also will be disclosed to that party.
- j. Any education record with an outstanding request to inspect or review will not be destroyed until the request is satisfied or abandoned by the parent/guardian or adult student.