

ACCESS TO STUDENT RECORDS

Access to student records may be granted to school officials determined to have a legitimate educational interest. The custodian of the records must determine the legitimacy of each request. A school official is determined to have a legitimate educational interest if the information requested is required for that official to perform appropriate tasks that are specified in their position/description or contract/agreement. These include:

1. Performing a task related to the student's education
2. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid

The school official is not authorized to share this information with a third party without the student's written permission. Such information, when it has fulfilled its original purpose, should be returned to the originating office. All other access to a student's record is granted in accordance with the Family Educational Rights and Privacy Act.