

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Student Records, Accessibility and Confidentiality

It shall be the policy of the Diocesan Catholic Schools that each school establish and maintain a system of pupil records which includes:

- a. A permanent record, the students' official transcript, should contain various demographic information, all of the data to plan for the student's educational needs. It includes annual attendance and educational progress records, standardized test scores, dates of attendance, graduation or transfer, where student transferred, the date if student received an out-of-school suspension, and the date and reason the student was expelled if such were to be the case. This file is to be permanently maintained and stored in a fire-resistant, locked file or safe.
- b. A cumulative record, the student's current and continuous record of progress and growth, should contain courses taken, academic progress, attendance, physical and health record, interests, attitudes, abilities, honors, extracurricular activities. At the signed request of the parent, a student who has reached the age of 18, or a school to which a student transferred, the cumulative record must be sent.

Further, even though nonpublic elementary and secondary schools are rarely subject to privacy laws that apply to public schools, it shall be the policy of the Diocesan Catholic Schools Board that the following accessibility and privacy protections be followed by the schools:

- a. Parents or legal guardians of students under age 18 and students age 18 and over have the right to inspect and review the student's education records including a right to request a copy(ies). This right shall be published in the Student/Parent Handbook. Parents may be denied access if the school has a court order stating such.
- b. Individuals, stipulated above, have a right to ask the school to amend the student's educational records if they feel the information in the records is misleading, inaccurate or violates the privacy of the student. Should the school refuse to amend the records, those requesting the change have a right to a hearing by the Diocesan Superintendent of Schools or appointee. If the request is still denied, those requesting the change have the right to place an explanatory letter in the file containing the reasons they feel the record(s) is misleading or inaccurate.

- c. Student records may be disclosed in limited circumstances without parental/guardian or eligible student written permission, on the condition that the record will not be disclosed to a third party. This disclosure may be made to:
- school officials within the school and diocesan office
 - AEA personnel who have a legitimate educational interest
 - school officials to which a student wishes to or does transfer, provided the other school informs the parent/guardian that records have been or will be requested. The Student/Parent Handbook should contain a notification that records are automatically sent to the school to which a student wishes to or actually does transfer
 - any connection with financial aid for which the student has applied if the record is necessary to receive the aid
 - organizations conducting educational research as long as the research does not release personally identifiable information
 - courts and judicially issued subpoenas
 - federal and state legal and educational authorities
 - health personnel

Otherwise disclosure of student records may not be done without parental/guardian or eligible student permission.

The school must develop and maintain a form on which any person or organization, who is listed above as one who does not need parental/guardian or eligible student permission to access the record, must place their signature, position, date of access and reason for access. This form must be placed in the student's record. It is to be shown to the parent/guardian or eligible student if requested.

This does not apply to the school administrator(s), teachers and relevant support staff of the school of attendance or the parents/guardians or a student 18 years of age and older.
(281-IAC 12.3)

Policy Adopted: March 21, 1988

Policy Revised: March 25, 2014