

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: Policy 907

Responsible Office: ASSISTANT SUPERINTENDENT OF STRATEGIC INITIATIVES AND
DIRECTOR OF STUDENT SERVICES

STUDENT RECORDS

A. PURPOSE

To establish policy governing access to and disclosure of student records.

B. ISSUE

The Board of Education of Anne Arundel County is responsible for complying with the Family Educational Rights and Privacy Act (FERPA) and state law and regulations governing student records. This policy establishes the authority and responsibility governing student records.

C. POSITION

1. Federal and state laws preserve the right of parent/legal guardian and eligible students to:
 - a. Review and inspect educational records;
 - b. Request revision, amendment, or to challenge the content of any educational record(s) which are objectionable;
 - c. Prevent disclosure of personally identifiable information without the written consent of the parent/legal guardian or eligible student except as authorized under law; and
 - d. Receive information concerning their rights and protections annually.
2. State regulations also provide that records for individual students shall be:
 - a. Kept in accordance with regulations of the Maryland State Board of Education, which are contained in the Maryland Pupil Data System Manual and subsequent data systems;
 - b. Maintained in a confidential manner with access to these records granted only for the purpose of serving legitimate and recognized educational ends;

- c. Destroyed when they are no longer able to serve legitimate and recognized educational ends, with the exception of records designated as permanent and other exceptions provided by law; and
- d. Made available to the parent/legal guardian or eligible student in conference with appropriate school personnel.

D. IMPLEMENTATION STRATEGIES

The Superintendent will develop and publish regulations for the implementation of this policy.

Policy History: Adopted 11/1/07.

Note previous history: Replaces Policy 907, adopted 5/20/91.