

Policy
Student Records

Descriptor Code: JR

It is the policy of the DeKalb County Board of Education that accurate, current, and complete student academic, attendance, and discipline records shall be maintained for each student enrolled in the DeKalb County School District. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act ("FERPA").

Parents (custodial and non-custodial), legal guardians, and eligible students (eligible students are defined as those 18 years of age or older, those enrolled in post secondary educational institutions, or those younger than 18 who are emancipated) may inspect and review the student's education records and may request the correction of errors in the student's records. Personally identifiable information from a student's education record will not be released by the District without the prior written consent of the parent, guardian, or eligible student except under the following circumstances:

1. School officials with legitimate educational interest, as defined by FERPA;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies;
9. State and local authorities, within a juvenile justice system, pursuant to specific State law; and
10. As otherwise allowed by federal or state law.

Additionally, directory information may be released without prior consent unless written notice to the contrary is received in advance, on an annual basis by the District. The District has designated the following information as directory information: student's name, address, and telephone listing; date and place of birth; dates of attendance; grade level; major field of study; photograph; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational institution previously attended.

Military recruiters and institutions of higher education shall have access to secondary school student's names, addresses and telephone listing upon request unless a parent or legal guardian has previously notified the district in writing not to release such information without prior written parental consent.

The Superintendent or his or her designee shall notify, on an annual basis, parents, guardians, and eligible students of their rights under FERPA either by letter or e-mail or through a student handbook distributed to each student in the District. Such notice shall include the right to provide annual notice opting out of the disclosure of the student's directory information. The Superintendent or his or her designee shall implement procedures by which schools may track which students have provided such annual opt-out notice.

Student records shall be maintained for the minimum period of time required by the District's approved retention schedules and state retention guidelines.

DeKalb County School District

Date Adopted: 1/1/1900
Last Revised: 6/13/2011