

**WEST LINN-WILSONVILLE SCHOOL DISTRICT
SCHOOL BOARD POLICY**

Current File Code: JO
Adopted: 3/6/00

Education Records

Education records are those records maintained by the West Linn-Wilsonville School District that are directly related to a student.

The primary reason for the keeping and maintaining of education records for students is to help the individual student's educational development by providing pertinent information for the student, the student's teachers and parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education.

It is the policy of the West Linn-Wilsonville School District to keep education records for students to conform with state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate and verifiable, and should have a direct and significant bearing upon the student's educational development.

The West Linn-Wilsonville School District will develop regulations for the maintenance, access and release of education records as well as for preserving confidentiality and for challenging the content of those records.

The West Linn-Wilsonville School District may withhold the grade reports, diploma or other records of students who owe fees, fines or damages until those fees, fines or damages are paid. Students or parents will receive written notice at least 10 days in advance of withholding stating the district's intent to withhold records. The notice will include an itemization of the fees, fines or damages owed and will notify parents of their right to request a hearing. The district may waive fees, fines and charges if the student or parents cannot pay.

Records will be provided upon request to another school district to determine a student's appropriate placement in that district.

The district shall give full rights to education records to either parent, unless the district has been provided legal evidence that specifically revokes these rights. However, once the student reaches age 18 those rights transfer to the student.

A copy of this policy and administrative regulations shall be made available upon request by parents and students 18 years or older or emancipated.

END OF POLICY

Legal Reference(s):

ORS 30.864

ORS 107.154

ORS 326.565

ORS 326.575

ORS 339.260

ORS 343.177 (3)

OAR 166-405-0010 to

166-415-0010

OAR 581-021-0210 to-0400

OAR 581-022-1660

Education of the Handicapped Act of 1975, as amended, 20 U.S.C., sections 1400-1427, (West 1988), as amended and renamed Individuals with Disabilities Education Act (IDEA), P.L. 101-476, 104 Stat 1103 (1990) as amended P.L. 105-17 (1997) [P.L. 94-142 is a well-known "short" reference to this federal legislation.] Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).