

**ANNUAL NOTIFICATION
TO PARENTS REGARDING STUDENT RECORDS
AND SPECIFIC EVENTS/ACTIVITIES STUDENT RECORDS**

The Anthony Wayne Board of Education adopted a policy regarding the disclosure of educational records and the rights of parents and students to access educational records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Officer ("DRO"). The DRO is responsible for the supervision of student records in the school and her office is located at 9565 Bucher Rd., Whitehouse, Ohio or she can be reached by calling 419-877-5377.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include Board members, those in administrative or supervisory positions, teachers and those under contract as instructors, substitutes, and those employed by the Board of Education under contract to the Board to perform certain special tasks. An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the educational records of other students. If there is a valid reason why a parent or student cannot personally inspect and review a student's educational records, or if the parent or student specifically requests copies of educational records, the COR may arrange for copies of the requested records to be delivered to the parent or student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should immediately ask the COR to correct the record. If the record is not changed to the parent's or student's satisfaction or if the COR informs the parent or student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or student will be asked to submit a written statement indicating the basis for his/her request for a change. This written statement will initiate the review process which may ultimately result in a hearing on the matter before a hearing officer and a final

decision by the Superintendent. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.