

## Annual Notice Regarding Records

The College Community School District maintains records on each student in order to facilitate the instruction, guidance and educational process of the student. The records contain information about the student and his or her education and may include, but are not limited to, the following types of records: identification data, attendance data, records of achievements, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school in which he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The district policy on student records can be secured on request. The name and position of the person responsible for maintenance of student records for each school building is listed below:

Guidance Counselors Angela Amunson, Clay Stoffer, and Steve Stumpff, Prairie High School; Shannon Reisinger, Karin Mills and Michael Reshetar, Prairie Point Middle School & 9<sup>th</sup> Grade Academy; Kathryn Kinsella and Amber Urbain, Prairie Creek Intermediate; Janis Powers, Prairie Crest Elementary; Miquel Anastasi-Melchert, Prairie Heights Elementary; Jodi Schamberger, Prairie Hill Elementary; Aaron Marshall, Prairie Ridge; and Jennifer Neira, Prairie View Elementary.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall only be granted with written consent or upon court order or legally issued subpoena.

- A. School officials, teachers and AEA personnel with a legitimate educational interest;
- B. Officials of other schools in which the student proposed to enroll;
- C. Representatives of state and local government when auditing and evaluating federal education programs;
- D. Officials connected with student educational financial aid applications;
- E. Governmental officials to which information is to be reported under state law adopted prior to Nov. 19, 1974;
- F. Organizations that process and evaluate standardized tests;
- G. Accrediting organizations for accrediting purposes;
- H. Parents of dependent children, regardless of child's age;
- I. Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material is removed periodically and, at a minimum, whenever a student moves from the elementary to middle school level to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records at a reasonable cost, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

The principal in charge of each attendance center may release the following types of information to the public where appropriate, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, and other similar information.

Students and parents may file with the Department of Education complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Correspondence should be addressed to: The Family Educational Rights and Privacy Act Office, Department of Education, Switzer Building, 330 C Street SW, Washington, D.C. 20201.

*July 20, 2015*