

CEDAR UNIFIED SCHOOL DISTRICT #25

ANNUAL NOTIFICATION TO PARENTS REGARDING
CONFIDENTIALITY OF STUDENT EDUCATIONAL RECORDS

2012-2013 SCHOOL YEAR

Dear Parent(s) / Guardian(s):

The Cedar Unified School District #25 has established policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parent's and student's rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 CFR, Part 99) issued pursuant to such Act;
- Student disciplinary records, with respect to suspension and expulsion, shall be transferred when a student seeks, intends to enroll, or enrolls in another public or private school.
- The Education of All Handicapped Children Act; Title 20 United States Code Sections 1412(2)(D) and 1417(C); and the Federal Regulations (34CFR 300.560-300.574) issued pursuant to such Act; and
- Arizona Revised Statutes Title 15, Section 141

Student education records are collected and maintained to help the instruction, guidance, and educational progress of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. The student records maintained by the district may include—but are not necessarily limited to – identifying data; report cards and transcripts of academic work completed; standardized achievement test scores, attendance data, reports of psychological testing; health data, teacher or counselor observations; and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office at Jeddito School and are available only to the teachers and staff working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon their request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child, including a listing of persons who have received copies of the information. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be actual cost of copying.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own.

You shall be informed when personally identifiable information collected, maintained or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in this school district.

Copies of the District Student Education Record Confidentiality Policies and Procedures may be reviewed in the principal's office in each school. Federal law also permits a parent to file a complaint with the United States Department of Education Office in Washington, D. C., if you feel the school is violating public school records policies and statutes.

Student Name

Grade

Parent(s) / Guardian(s) Signature