

Educational Records and Parental Rights

Educational records collected, maintained, and used by Dowling Catholic High School (DCHS) will be available for parental inspection and review upon reasonable notice (at least one working day). Parents shall be advised annually of their right to: inspect their child's records; have a listing of the types and location of records; have a right to a copy of any record at parent's expense; and have an explanation and interpretation of reports. Further, parents shall have the right to request an amendment of any record which they feel contains inaccurate or misleading information or which violates the privacy or other rights of the student.

Confidentiality of Personally Identifiable Information

DCHS will strive to maintain the reasonable confidentiality of student records. Student records containing personally identifiable information will be kept confidential at collection, storage, disclosure, and destruction stages. The records custodian in the president's office will assume responsibility for ensuring the confidentiality of any personally identifiable information.

Access Rights: A parent or eligible student will have access to the student's records. An eligible student is a student who has reached the age of majority or is attending an institution of post secondary education. If the student is an eligible student, the parent shall not be provided access without permission of the student, unless the eligible student is still a dependent student, as defined by Section 152 of the Internal Revenue Code of 1954. It shall be presumed that a student who has not graduated from high school is a dependent of his or her parents until such time as satisfactory evidence to the contrary is presented to school officials. A representative of the parent or eligible student shall have access to the student's record only with consent from the parent or eligible student.

Except as otherwise provided in this policy, no one else shall have access to a student's records without the written permission of the parent or eligible student. A parent shall not be denied access to a student's records without a court order or in any case where DCHS has been advised that the parent does not have authority to access records.

Annually, DCHS will strive to notify the parent and eligible student of their right to view the student's records.

Amendment of Records: If the parent or eligible student believes the information in the record is inaccurate, misleading or violates the privacy or other rights of the student, the parent or eligible student may request DCHS to amend the information. DCHS will decide whether to amend the information in accordance with the request.

If a request to amend the records is denied, the parent shall have the opportunity to place an explanatory statement in the student's records commenting on DCHS' decision and setting forth any reasons for disagreeing with DCHS.

Consent: DCHS will strive to obtain student or parental written consent before personally identifiable information is disclosed to anyone other than the following individuals and under the following circumstances:

- the disclosure is to DCHS school personnel who have legitimate educational interests;
- the disclosure is to officials of other education agencies or institutions in which the student wishes to enroll;
- the disclosure is to the U.S. Comptroller General, the U.S. Secretary of Education, or state and local education agency authorities.
- the disclosure is in connection with educational financial aid for which the student has applied or which the student has received, if the information is necessary to receive the financial aid;
- the disclosure is to organizations conducting educational studies and the studies do not release personally identifiable information;
- the disclosure is to accrediting organizations;
- the disclosure is to the parent of a dependent student, as defined in §152 of the Internal Revenue Code of 1954;
- the disclosure is to comply with a court order or judicially issued subpoena, only if the district makes reasonable effort to notify the parents or eligible student of the order or subpoena in advance of compliance;
- the disclosure is in connection with a health or safety emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals;
- the information is directory information.

When disclosure is made to these parties, it will be made on condition that the information will not be disclosed to a third party without written parent or eligible student consent.

Record of Access: DCHS will keep a record of parties obtaining access to educational records collected, maintained, or used (except access by the parent and authorized employees of DCHS). The record shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records. The access record may be reviewed only by the parent, eligible student, and person(s) responsible for custody of the records.

Permanent records, a student's name, address, phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed, may be maintained without time limitation even over parental objections.