

## SECTION 400 – STUDENTS

### STUDENT EDUCATIONAL RECORDS

### POLICY 430

#### ARTICLE 1 CONTENT AND CUSTODY OF EDUCATIONAL RECORDS

- A. An education record shall be opened for each student upon enrollment in the District and maintained as a cumulative summary of the student's educational history. Student education records in all formats and media, including photographic and electronic, may contain, but are not limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns and any individual education program (IEP).
- B. Education records do not include records maintained by a law enforcement unit of the school or School District that are created by that unit for the purpose of law enforcement.
- C. Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.
- D. All requests for inspection and review of student education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be made in writing and maintained as a part of each student's record.
- E. The Principal is the official custodian of student records in his/her building.

#### ARTICLE 2 ACCESS TO RECORDS BY PARENT

- A. A parent/guardian or any party allocated parental responsibilities ("parent") has the right to inspect and review the student's educational files. If a student is 18 years old or older ("eligible student"), the student may inspect or review his/her own records and provide written consent for disclosure of such records and personally identifiable information therein. If an eligible student is a dependent for federal income tax purposes, the parent also is entitled to access his/her child's educational records despite the lack of written consent from the eligible student.
- B. During inspection and review of student records by a parent or eligible student and when requested by them, the Principal will provide personnel necessary to give explanations and interpretations of the student records.

---

#### References:

C.R.S. 14-10-123.8 Access to records by any party allocated parental responsibilities  
C.R.S. 19-1-303 & 304 Records and information sharing under Colorado Children's Code  
C.R.S. 10-1-304(5.5) Duty of prosecuting attorney to provide juvenile delinquency records  
C.R.S. 22-1-122 District shall comply with FERPA  
C.R.S. 22-32-109.1(6) Duty to establish policy on sharing information consistent with state and federal law for safety  
C.R.S. 22-32-109.3(2) Duty to share disciplinary and attendance information with criminal justice agencies  
C.R.S. 22-33-106.5 Court to notify of conviction of crime of violence and unlawful sexual behavior  
C.R.S. 22-33-107.5 School District to notify of failure to attend school  
C.R.S. 22-72-204 (3)(a)(VI) School cannot disclose address and phone number without consent  
C.R.S. 22-72-204(3)(d) Information to military recruiters  
C.R.S. 22-72-204(3)(e)(I) Certain FERPA provisions enacted into Colorado Law  
C.R.S. 24-72-204(3)(e)(II) Disclosure by staff of information gained through personal knowledge or observation  
C.R.S. 26-4-531 Districts who contract to receive federal funds for health services for students receiving Medicaid benefits  
10 U.S.C. 503,544 Military Recruiter Access to Student Records (National Defense Authorization Act for FY 2002)  
20 U.S.C. 1232g Family Educational Rights and Privacy Act  
20 U.S.C. 7908 Military Recruiter Access to Student Records (in No Child Left Behind Act of 2001)  
34 C.F.R. 99.1 et seq. FERPA Regulations – Districts shall comply  
CASB JRA/JRC Student Records/Release of Information for Students  
Adopted 9/29/1976; Revised 5/7/2003; 10/15/2007

## SECTION 400 – STUDENTS

### STUDENT EDUCATIONAL RECORDS

### POLICY 430

- C. In all cases where access to student records is requested, except as provided in this policy, a written request to see the files must be made by the parent or eligible student. The Principal, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In no case will the date set be more than three working days after the request has been made.
- D. The parent or eligible student shall examine the student's records in the presence of the Principal and/or other person(s) designated by the Principal. Only licensed personnel such as the Assistant Principal or Counselor may be so designated.
- E. The education record shall not be taken from the school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a reasonable cost not exceeding 25 cents per page.

### ARTICLE 3 REQUESTING RECORDS FROM OTHER DISTRICTS/SCHOOLS/STATE AGENCIES

- A. When a student transfers to the Platte Canyon School District from another district, the Principal of the receiving school shall request the student's records from the transferring district if the records have not already been forwarded to the receiving school.
- B. Within the bounds of state law, School District personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities including duties to protect public safety and safety of the student. Such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code. School District personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained. School Personnel who knowingly violate this provision are subject to disciplinary action pursuant to District policy and to a civil penalty of up to \$1,000.
- C. When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the School District in which the juvenile is enrolled. Information received by the School District shall be used to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the

---

#### References:

C.R.S. 14-10-123.8 Access to records by any party allocated parental responsibilities  
C.R.S. 19-1-303 & 304 Records and information sharing under Colorado Children's Code  
C.R.S. 10-1-304(5.5) Duty of prosecuting attorney to provide juvenile delinquency records  
C.R.S. 22-1-122 District shall comply with FERPA  
C.R.S. 22-32-109.1(6) Duty to establish policy on sharing information consistent with state and federal law for safety  
C.R.S. 22-32-109.3(2) Duty to share disciplinary and attendance information with criminal justice agencies  
C.R.S. 22-33-106.5 Court to notify of conviction of crime of violence and unlawful sexual behavior  
C.R.S. 22-33-107.5 School District to notify of failure to attend school  
C.R.S. 22-72-204 (3)(a)(VI) School cannot disclose address and phone number without consent  
C.R.S. 22-72-204(3)(d) Information to military recruiters  
C.R.S. 22-72-204(3)(e)(I) Certain FERPA provisions enacted into Colorado Law  
C.R.S. 24-72-204(3)(e)(II) Disclosure by staff of information gained through personal knowledge or observation  
C.R.S. 26-4-531 Districts who contract to receive federal funds for health services for students receiving Medicaid benefits  
10 U.S.C. 503,544 Military Recruiter Access to Student Records (National Defense Authorization Act for FY 2002)  
20 U.S.C. 1232g Family Educational Rights and Privacy Act  
20 U.S.C. 7908 Military Recruiter Access to Student Records (in No Child Left Behind Act of 2001)  
34 C.F.R. 99.1 et seq. FERPA Regulations – Districts shall comply  
CASB JRA/JRC Student Records/Release of Information for Students  
Adopted 9/29/1976; Revised 5/7/2003; 10/15/2007

## SECTION 400 – STUDENTS

### STUDENT EDUCATIONAL RECORDS

### POLICY 430

learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. Appropriate disciplinary action shall be taken.

#### ARTICLE 4 TRANSFERRING RECORDS TO OTHER DISTRICTS/POST-SECONDARY INSTITUTION

- A. Student records, including disciplinary records, may be transferred without consent to officials of another school, school system, or post-secondary institution that has requested the records and in which the student seeks or intends to enroll. The District will provide a copy of the record to the eligible student or student's parents if so requested.

#### ARTICLE 5 REQUEST TO AMEND EDUCATION RECORDS

- A. A parent or eligible student may ask the District to amend a record he/she believes is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the Principal clearly identifying the part of the record he/she wants changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student. The request to the Principal to amend a student's records must be made in writing within 10 school days of the date the records were first examined.
- B. If the principal, after consulting with any other person having relevant information, decides not to amend the record as requested by the parent or eligible student, the Principal shall notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures shall be provided to the parent or eligible student when notified of the right to a hearing.
- C. A request for a formal hearing must be made in writing and addressed to the Superintendent of Schools. The response to the request shall be mailed within 10 school days. The hearing shall be held in accordance with the following:
1. The hearing will be held within 15 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.
  2. The hearing will be conducted by a Principal or administrative official as designated in

---

#### References:

C.R.S. 14-10-123.8 Access to records by any party allocated parental responsibilities  
C.R.S. 19-1-303 & 304 Records and information sharing under Colorado Children's Code  
C.R.S. 10-1-304(5.5) Duty of prosecuting attorney to provide juvenile delinquency records  
C.R.S. 22-1-122 District shall comply with FERPA  
C.R.S. 22-32-109.1(6) Duty to establish policy on sharing information consistent with state and federal law for safety  
C.R.S. 22-32-109.3(2) Duty to share disciplinary and attendance information with criminal justice agencies  
C.R.S. 22-33-106.5 Court to notify of conviction of crime of violence and unlawful sexual behavior  
C.R.S. 22-33-107.5 School District to notify of failure to attend school  
C.R.S. 22-72-204 (3)(a)(VI) School cannot disclose address and phone number without consent  
C.R.S. 22-72-204(3)(d) Information to military recruiters  
C.R.S. 22-72-204(3)(e)(I) Certain FERPA provisions enacted into Colorado Law  
C.R.S. 24-72-204(3)(e)(II) Disclosure by staff of information gained through personal knowledge or observation  
C.R.S. 26-4-531 Districts who contract to receive federal funds for health services for students receiving Medicaid benefits  
10 U.S.C. 503,544 Military Recruiter Access to Student Records (National Defense Authorization Act for FY 2002)  
20 U.S.C. 1232g Family Educational Rights and Privacy Act  
20 U.S.C. 7908 Military Recruiter Access to Student Records (in No Child Left Behind Act of 2001)  
34 C.F.R. 99.1 et seq. FERPA Regulations – Districts shall comply  
CASB JRA/JRC Student Records/Release of Information for Students  
Adopted 9/29/1976; Revised 5/7/2003; 10/15/2007

## SECTION 400 – STUDENTS

### STUDENT EDUCATIONAL RECORDS

### POLICY 430

writing by the Superintendent. The official conducting the hearing shall not be the Principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.

3. Parents or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
4. The official designated above shall make a decision in writing within 10 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
5. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
6. The decision shall include a statement informing the parents or eligible student of his/her right to place in the student's education record a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the record shall be maintained by the School District. If the student record is disclosed by the school to any other party, the explanation shall also be disclosed to that party.

### ARTICLE 6 DISCLOSURE WITH WRITTEN CONSENT

- A. Whenever the District is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the following:
  1. The specific records to be released;
  2. The specific reasons for such release;
  3. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
  4. The method or manner by which the records will be released;
  5. The right to review or receive a copy of the records to be released.

---

#### References:

C.R.S. 14-10-123.8 Access to records by any party allocated parental responsibilities  
C.R.S. 19-1-303 & 304 Records and information sharing under Colorado Children's Code  
C.R.S. 10-1-304(5.5) Duty of prosecuting attorney to provide juvenile delinquency records  
C.R.S. 22-1-122 District shall comply with FERPA  
C.R.S. 22-32-109.1(6) Duty to establish policy on sharing information consistent with state and federal law for safety  
C.R.S. 22-32-109.3(2) Duty to share disciplinary and attendance information with criminal justice agencies  
C.R.S. 22-33-106.5 Court to notify of conviction of crime of violence and unlawful sexual behavior  
C.R.S. 22-33-107.5 School District to notify of failure to attend school  
C.R.S. 22-72-204 (3)(a)(VI) School cannot disclose address and phone number without consent  
C.R.S. 22-72-204(3)(d) Information to military recruiters  
C.R.S. 22-72-204(3)(e)(I) Certain FERPA provisions enacted into Colorado Law  
C.R.S. 24-72-204(3)(e)(II) Disclosure by staff of information gained through personal knowledge or observation  
C.R.S. 26-4-531 Districts who contract to receive federal funds for health services for students receiving Medicaid benefits  
10 U.S.C. 503,544 Military Recruiter Access to Student Records (National Defense Authorization Act for FY 2002)  
20 U.S.C. 1232g Family Educational Rights and Privacy Act  
20 U.S.C. 7908 Military Recruiter Access to Student Records (in No Child Left Behind Act of 2001)  
34 C.F.R. 99.1 et seq. FERPA Regulations – Districts shall comply  
CASB JRA/JRC Student Records/Release of Information for Students  
Adopted 9/29/1976; Revised 5/7/2003; 10/15/2007

## SECTION 400 – STUDENTS

### STUDENT EDUCATIONAL RECORDS

### POLICY 430

- B. Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required.
- C. All signed consent forms shall be retained by the School District.

#### ARTICLE 7 DISCLOSURE WITHOUT WRITTEN CONSENT

- A. The School District will disclose personally identifiable information from student records without written consent of the parent or eligible student only to those persons or entities allowed under federal or state law to receive such information including school officials within the District having a legitimate educational interest in the education record or the personally identifiable information contained therein.
  - 1. A “school official” is a person employed by the District as an administrator, supervisor, teacher or support staff member; a person serving on the Board of Education; a person or company with whom the District has contracted to perform specialized tasks; a School Resource Officer; or a parent/guardian or student serving on an official committee or assisting another school official in performing his or her tasks.
  - 2. A “legitimate educational interest” means that the disclosure to the official is:
    - a. Necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement;
    - b. Used within the context of official district business and not for purposes extraneous to the official's areas of responsibility;
    - c. Relevant to the accomplishment of some task or to a determination about the student; and
    - d. Consistent with the purposes for which the data are maintained.
- B. The School District may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

---

#### References:

C.R.S. 14-10-123.8 Access to records by any party allocated parental responsibilities  
C.R.S. 19-1-303 & 304 Records and information sharing under Colorado Children's Code  
C.R.S. 10-1-304(5.5) Duty of prosecuting attorney to provide juvenile delinquency records  
C.R.S. 22-1-122 District shall comply with FERPA  
C.R.S. 22-32-109.1(6) Duty to establish policy on sharing information consistent with state and federal law for safety  
C.R.S. 22-32-109.3(2) Duty to share disciplinary and attendance information with criminal justice agencies  
C.R.S. 22-33-106.5 Court to notify of conviction of crime of violence and unlawful sexual behavior  
C.R.S. 22-33-107.5 School District to notify of failure to attend school  
C.R.S. 22-72-204 (3)(a)(VI) School cannot disclose address and phone number without consent  
C.R.S. 22-72-204(3)(d) Information to military recruiters  
C.R.S. 22-72-204(3)(e)(I) Certain FERPA provisions enacted into Colorado Law  
C.R.S. 24-72-204(3)(e)(II) Disclosure by staff of information gained through personal knowledge or observation  
C.R.S. 26-4-531 Districts who contract to receive federal funds for health services for students receiving Medicaid benefits  
10 U.S.C. 503,544 Military Recruiter Access to Student Records (National Defense Authorization Act for FY 2002)  
20 U.S.C. 1232g Family Educational Rights and Privacy Act  
20 U.S.C. 7908 Military Recruiter Access to Student Records (in No Child Left Behind Act of 2001)  
34 C.F.R. 99.1 et seq. FERPA Regulations – Districts shall comply  
CASB JRA/JRC Student Records/Release of Information for Students  
Adopted 9/29/1976; Revised 5/7/2003; 10/15/2007

## SECTION 400 – STUDENTS

### STUDENT EDUCATIONAL RECORDS

### POLICY 430

#### ARTICLE 8 DISCLOSURE OF DISCIPLINARY INFORMATION TO SCHOOL PERSONNEL

- A. In accordance with state law, the Principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.
- B. For purpose of this policy, “disciplinary information” means confidential records maintained by or in possession of the Principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the District’s student conduct code (Policy 403) and/or there is reasonable cause to believe, through information provided to the Principal from a credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior.
- C. “Disciplinary information” is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the Principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.
- D. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The Principal or designee is required to inform the student and the student’s parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student’s parent may challenge the accuracy of disciplinary information by notifying the Principal in writing.

#### ARTICLE 9 DISCLOSURE TO MILITARY RECRUITING OFFICERS

- A. Names, addresses and home telephone numbers of secondary school students shall be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the District in furnishing this information will be paid by the requesting service.

---

#### References:

C.R.S. 14-10-123.8 Access to records by any party allocated parental responsibilities  
C.R.S. 19-1-303 & 304 Records and information sharing under Colorado Children’s Code  
C.R.S. 10-1-304(5.5) Duty of prosecuting attorney to provide juvenile delinquency records  
C.R.S. 22-1-122 District shall comply with FERPA  
C.R.S. 22-32-109.1(6) Duty to establish policy on sharing information consistent with state and federal law for safety  
C.R.S. 22-32-109.3(2) Duty to share disciplinary and attendance information with criminal justice agencies  
C.R.S. 22-33-106.5 Court to notify of conviction of crime of violence and unlawful sexual behavior  
C.R.S. 22-33-107.5 School District to notify of failure to attend school  
C.R.S. 22-72-204 (3)(a)(VI) School cannot disclose address and phone number without consent  
C.R.S. 22-72-204(3)(d) Information to military recruiters  
C.R.S. 22-72-204(3)(e)(I) Certain FERPA provisions enacted into Colorado Law  
C.R.S. 24-72-204(3)(e)(II) Disclosure by staff of information gained through personal knowledge or observation  
C.R.S. 26-4-531 Districts who contract to receive federal funds for health services for students receiving Medicaid benefits  
10 U.S.C. 503,544 Military Recruiter Access to Student Records (National Defense Authorization Act for FY 2002)  
20 U.S.C. 1232g Family Educational Rights and Privacy Act  
20 U.S.C. 7908 Military Recruiter Access to Student Records (in No Child Left Behind Act of 2001)  
34 C.F.R. 99.1 et seq. FERPA Regulations – Districts shall comply  
CASB JRA/JRC Student Records/Release of Information for Students  
Adopted 9/29/1976; Revised 5/7/2003; 10/15/2007

## SECTION 400 – STUDENTS

### STUDENT EDUCATIONAL RECORDS

### POLICY 430

#### ARTICLE 10 DISCLOSURE TO MEDICAID

- A. In all cases in which a student is enrolled in the Colorado Medicaid program, the District shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The District shall obtain written consent from a parent/guardian before the release of any non-directory information required for billing.

#### ARTICLE 11 DISCLOSURE TO CRIMINAL JUSTICE AGENCIES

- A. The Superintendent or designee is authorized by law to share disciplinary and attendance information with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the School District when necessary to effectively serve the student prior to trial. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student/s parent/guardian. School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law.

#### ARTICLE 12 DISCLOSURE TO THE COLORADO COMMISSION ON HIGHER EDUCATION

- A. On or before December 31 of each school year, the District shall disclose to the Colorado Commission on Higher Education the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

#### ARTICLE 13 DISCLOSURE TO OTHER PARTIES

- A. Except as noted in this policy, student records will not be released to other individuals and parties without a written authorization of the parent or eligible student.

---

#### References:

C.R.S. 14-10-123.8 Access to records by any party allocated parental responsibilities  
C.R.S. 19-1-303 & 304 Records and information sharing under Colorado Children's Code  
C.R.S. 10-1-304(5.5) Duty of prosecuting attorney to provide juvenile delinquency records  
C.R.S. 22-1-122 District shall comply with FERPA  
C.R.S. 22-32-109.1(6) Duty to establish policy on sharing information consistent with state and federal law for safety  
C.R.S. 22-32-109.3(2) Duty to share disciplinary and attendance information with criminal justice agencies  
C.R.S. 22-33-106.5 Court to notify of conviction of crime of violence and unlawful sexual behavior  
C.R.S. 22-33-107.5 School District to notify of failure to attend school  
C.R.S. 22-72-204 (3)(a)(VI) School cannot disclose address and phone number without consent  
C.R.S. 22-72-204(3)(d) Information to military recruiters  
C.R.S. 22-72-204(3)(e)(I) Certain FERPA provisions enacted into Colorado Law  
C.R.S. 24-72-204(3)(e)(II) Disclosure by staff of information gained through personal knowledge or observation  
C.R.S. 26-4-531 Districts who contract to receive federal funds for health services for students receiving Medicaid benefits  
10 U.S.C. 503,544 Military Recruiter Access to Student Records (National Defense Authorization Act for FY 2002)  
20 U.S.C. 1232g Family Educational Rights and Privacy Act  
20 U.S.C. 7908 Military Recruiter Access to Student Records (in No Child Left Behind Act of 2001)  
34 C.F.R. 99.1 et seq. FERPA Regulations – Districts shall comply  
CASB JRA/JRC Student Records/Release of Information for Students  
Adopted 9/29/1976; Revised 5/7/2003; 10/15/2007

## SECTION 400 – STUDENTS

### STUDENT EDUCATIONAL RECORDS

### POLICY 430

#### ARTICLE 14 DISCLOSURE OF DIRECTORY INFORMATION

- A. The School District may disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the a right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the Principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.
- B. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes, but is not limited to, the student's name, 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, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Students' telephone numbers, addresses, e-mail address, or photographs shall not be disclosed pursuant to this policy.

#### ARTICLE 15 ANNUAL NOTIFICATION OF RIGHTS

- A. The District will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice of parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonable likely to inform them of their rights.
- B. A copy of the Family Educational Rights and Privacy Act and this policy may be obtained from the office of the Superintendent during normal business hours.

#### ARTICLE 16 WAIVERS

- A. A parent or eligible student may waive any or all rights protected by this policy. The waiver shall not be valid unless in writing and signed by the parent or eligible student. The District does not require a waiver but may request a waiver. Any waiver under this provision may be revoked at any time in writing.

---

#### References:

C.R.S. 14-10-123.8 Access to records by any party allocated parental responsibilities  
C.R.S. 19-1-303 & 304 Records and information sharing under Colorado Children's Code  
C.R.S. 10-1-304(5.5) Duty of prosecuting attorney to provide juvenile delinquency records  
C.R.S. 22-1-122 District shall comply with FERPA  
C.R.S. 22-32-109.1(6) Duty to establish policy on sharing information consistent with state and federal law for safety  
C.R.S. 22-32-109.3(2) Duty to share disciplinary and attendance information with criminal justice agencies  
C.R.S. 22-33-106.5 Court to notify of conviction of crime of violence and unlawful sexual behavior  
C.R.S. 22-33-107.5 School District to notify of failure to attend school  
C.R.S. 22-72-204 (3)(a)(VI) School cannot disclose address and phone number without consent  
C.R.S. 22-72-204(3)(d) Information to military recruiters  
C.R.S. 22-72-204(3)(e)(I) Certain FERPA provisions enacted into Colorado Law  
C.R.S. 24-72-204(3)(e)(II) Disclosure by staff of information gained through personal knowledge or observation  
C.R.S. 26-4-531 Districts who contract to receive federal funds for health services for students receiving Medicaid benefits  
10 U.S.C. 503,544 Military Recruiter Access to Student Records (National Defense Authorization Act for FY 2002)  
20 U.S.C. 1232g Family Educational Rights and Privacy Act  
20 U.S.C. 7908 Military Recruiter Access to Student Records (in No Child Left Behind Act of 2001)  
34 C.F.R. 99.1 et seq. FERPA Regulations – Districts shall comply  
CASB JRA/JRC Student Records/Release of Information for Students  
Adopted 9/29/1976; Revised 5/7/2003; 10/15/2007