Monroe 2-Orleans BOCES Policy
Series 6000 – Students
Policy #6320 – STUDENT RECORDS: ACCESS AND CHALLENGE

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the confidentiality of student education records and allows the parent/legal guardian or eligible student the right to review and inspect the student's education record and prohibits release of the record without consent.

The Board directs the District Superintendent/Designee to create administrative regulations to define the terms in accordance with FERPA, to provide procedures for a parent/legal guardian or eligible student to make a request to inspect and review the education record, the procedure to request an education record be amended, and explain exceptions to disclosure with consent.

In accordance with FERPA, an annual notice informing parents/legal guardians or the eligible student of their rights will be made through a notice in the annual parent packet and through posting the notice and regulation on the BOCES 2 website.

Release of Information to Another Educational Institution
The BOCES may disclose any and all educational records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of the Individuals with Disabilities Education Act, to another school or postsecondary institution at which the student seeks or intends to enroll is instructed to enroll or is enrolled in, and parental/legal guardian consent is not required for transferring education records; because the annual FERPA notification indicates that such disclosures will be made.

Additionally, upon request, BOCES must provide a copy of the information disclosed and an opportunity for a hearing.

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