

Student Educational Records Policy (FERPA)

Oak Grove Lutheran School shall maintain an educational record, paper and/or electronic, for each student who attends the school for any period of time. Under FERPA (Family Educational Rights and Privacy Act), student educational records are protected by law.

A student's education record may include, but not limited to, the following information:

1. Basic information about the student and his/her family
2. Birth certificate/proof of identity
3. Attendance records
4. Grades/progress reports
5. Health information
6. Assessment information, including any standardized test scores
7. Special services information
8. Court papers

Access:

Parents of students have the right to review the educational records of their children. These rights transfer to said student at the age of 18, or when said student attends a school beyond the high school level. Students to whom these rights have transferred are referred to as "eligible students."

Access to student files may be obtained by the following individuals/entities:

1. Parent(s)
2. Legal guardian(s)
3. Eligible student
4. Administration (principal, superintendent, president)
5. School personnel with direct services/functions related to said student
6. State and local authorities as necessary/required
7. Schools for which the student is transferring (may not contain entire record)
8. Special outside entities who have been hired to perform specified functions for the school

Parents or eligible students must request, in writing, to view the educational records. The administration (principal) will set a date and time for the viewing of the records within 45 days of the written request. If parent or eligible student lives at a distance that requires a copying of the records for mailing, or if parent or eligible student requests a copy of the educational record, the administration or designee shall perform such duties, and "Personal/Student Copy" shall be written/stamped on any copied records. No fees will be assessed.

A file/record must be kept relaying the name(s) of any individual who views an educational record signifying the date, time, and the record which was viewed.

Student Records Correction:

Parents or eligible students may request, in writing, that the school correct records which they believe to be inaccurate or misleading. This letter must clearly state the portion(s) of the record which are to be reviewed for correction. The chain of authorization for records correction is the principal, superintendent, president, and Board of Regents. If the correction is denied at all levels, the parent or eligible student has the right to place a statement within the record setting forth his/her view about the contested information.

Directory Information:

Schools have the right to share directory information, such as name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents and eligible students have the right to opt-out of this information sharing with a written request.

Records Maintenance:

The administration reserves the right to screen and review any student record. Out-dated material which serves no further use may be removed.

- The official student educational record will never leave the Oak Grove premises
- Student educational records are kept in a locked vault/file at all times
- Records will be kept on file in the office until graduation, and then may be moved to a permanent filing area or storage
- File items not part of the permanent file will be given to the student upon graduation from Oak Grove

