

# Student Records Information

The District maintains and preserves student education records as required by federal and Michigan laws, including the Family Educational Rights and Privacy Act of 1974 (FERPA). This policy summarizes the District's rights and obligations under those laws and should not be construed to grant or impose additional rights or obligations.

The District does not disclose personally identifiable information in student education records except as permitted or required by law. However, parents and eligible students (i.e. students aged 18 and older) may consent to the disclosure of personally identifiable information in student education records.

For the purpose of this policy, whenever a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The District does release personally identifiable directory information, which it defines as follows: student names, addresses, telephone numbers, pictures, parents or guardians, date and place of birth, weight, height, participation in and eligibility for school activities and sports, dates of attendance, grade placement, honors, awards and the last school attended. The District also releases to armed forces recruiters and service academies student's names, addresses and telephone numbers. Parents and eligible students may

object to the release of directory information, or the release of information to armed forces recruiters and service academies, by so notifying the student's building principal, in writing, no later than the last day of the first month of any school year. The District also releases personally identifiable information in education records to school officials who have a legitimate educational interest. A school official is a District employee or other person acting on the District's behalf, such as an attorney, contractor or vendor, or their employees. A legitimate educational interest is any interest which, in the judgment of District administration, furthers the best interests of students or assists the District in providing educational services. Matters of student suspension and /or expulsion shall be maintained in a student's CA60, and shall be transferred to any other private or public elementary or secondary school in which the student may seek enrollment. However, such disciplinary records may be deleted upon graduation, except for expulsions for possession of dangerous weapons, arson, criminal sexual conduct, or the physical assault of a staff member, volunteer, or contractor.

The District permits parents and eligible students access to the student's education record. Divorced and separated parents have the same rights as married parents, unless specifically

prohibited by a court order on file in the student's school. Parents and eligible students desiring access to a student's education record should contact the principal of the student's school to arrange a meeting to review the record during normal school hours. Arrangements to review special education records must be made through the District's Department of Special Education (734) 419-2068. The District will charge a fee of twenty-five cents for each page copied unless, upon receipt of an acceptable affidavit the individual is unable to pay because of indigence, the fee is waived.

The District permits parents or eligible students to request the amendment or destruction of documents in a student's education record if the documents are inaccurate, misleading or otherwise violate a student's rights. Requests to destroy or amend documents in a student's education record must be made in writing and addressed to Mr. John Albrecht, Executive Director of Student and Legal Affairs, 36745 Marquette, Westland, Michigan, 48185, (734) 419-2083. If the District denies such a request, the parents or eligible student may request a hearing by so notifying Ms. Charlotte Sherman, Deputy Superintendent for Educational Services, in writing.

The District's Superintendent is authorized to issue administrative regulations to insure the District's compliance with FERPA and related laws. The administrative regulations shall address the manner in which

parents and adult students are notified of their FERPA rights and District policy at least annually.

Parents and eligible students who believe the District has violated their rights under FERPA may file a complaint with the U.S. Department of Education. The Department's address and telephone number are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605. Telephone number is (202) 260-3887.



[wwcsd.net](http://wwcsd.net)

## W-W Website

Parents and community members can obtain a wealth of information about our schools just by visiting our district website.

Look for the following—

- Board Meeting Dates
- District Maps
- School Calendar
- School Hours/ Information
- District Phone Directory
- Lunch Menus
- Transportation Schedules
- Job Openings
- Preschool Information