



Section: PUPILS
 Title: STUDENT RECORDS – EXCEPTIONAL CHILDREN
 Adopted: September 17, 1996
 Revised: September 21, 2004

	215. STUDENT RECORDS – EXCEPTIONAL CHILDREN	
<p>1. Purpose</p> <p>2. Authority</p>	<p>Confidentiality of education records of exceptional children:</p> <p>The CTC shall protect the confidentiality of personally identifiable information at the collection, storage, disclosure and destruction stages of that information and comply with all mandates of FERPA.</p> <p>a. <u>Parent access rights</u></p> <p>The CTC, upon request of a parent, shall permit the parent to inspect, review or copy any education record relating to the exceptional child or children of that parent when such record is collected, maintained or used by the CTC. The CTC shall comply with the request within 30 days after the request is received.</p> <p>b. The right to inspect, review or copy education records under sub-section (a) of this section includes:</p> <p>(1) The right of a parent to request of and receive from the CTC a reasonable explanation of information contained in the education records of the child;</p> <p>(2) The right of a parent to be provided, on request, with a copy of all or part of the education records of the child; and</p> <p>(3) The right of a parent to designate a representative who will inspect, review or copy the records.</p> <p>c. If a parent requests copies of education records from the CTC, the CTC may charge the parent a reasonable cost which is not to exceed the actual expense of the duplication, reproduction or photocopying. However, no cost shall be charged to a parent which would effectively prevent the parent from inspecting and reviewing the record or records. No cost shall be charged to a parent for the search for or retrieval of records.</p> <p>d. A parent shall have the right to request a list of the types and the location of the child’s educational records collected, maintained or utilized by the CTC.</p> <p>e. At the discretion of the CTC and for verification and records keeping purposes only, the CTC may require all parents to put into writing:</p>	<p>§ 22 341.67 341.70</p>

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- (1) Their oral requests to inspect, review, copy or receive copies of education records;
- (2) Their oral designations of a representative; and
- (3) Their oral requests under sub-section (d) of this section for a list.

f. Records on more than one child: If any education record includes information on more than one child, the parents of those children shall have the right to inspect and review only the information relating to their child or to be informed of that specific information.

- (1) A parent shall have the right to copy from or receive a copy of an education record originally containing information on more than one child.
- (2) Prior to the parent copying or receiving a copy of a record on more than one child, the agency shall delete, remove or obscure from the record or its copy all personally identifiable information concerning any child who is not the child or such parent.

g. Student access rights: Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the student.

Access Record

List of persons authorized to have access. The CTC shall maintain, for public inspection, a current list of the names and positions of those agents and employees of the agency who are authorized by the agency to have access to personally identifiable information. (See Policy 214)

