

# WASHINGTON NORTHEAST SUPERVISORY UNION

CABOT SCHOOL – TWINFIELD UNION SCHOOL

## POLICY F5

## EDUCATION RECORDS

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### Policy

The Washington Northeast Supervisory Union and the Cabot and Twinfield Union School Districts recognize the importance of keeping accurate and appropriate education records for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students.

The principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure and destruction of education records. It is the policy of the district to protect the confidentiality of education records and release information only as permitted by law. Annually or when the student enrolls, the district will inform parents, guardians, and students eighteen years and older of their right to inspect, review, and seek amendment of the student's education records. The district will inform parents guardians, and students eighteen years and older of items considered directory information through notices distributed at the beginning of each school year or when a student enrolls.

The building principal will be the custodian of all education records in a given school. The superintendent has overall responsibility for education records throughout the district and for assuring that adequate systems are in place to maintain such records and to provide parents with access to them in accordance with state and federal law. The Superintendent is responsible for developing procedures to assure the consistent implementation of this policy. The procedures shall comply with all federal and state laws and regulations governing access to and the collection, maintenance, disclosure and destruction of education records.

### Definitions

All terms used in this policy, and the procedures developed for the implementation of this policy, shall be defined, where applicable, as those terms are defined in the Family Educational Rights and Privacy Act and in the federal regulations promulgated pursuant to that Act.

Legal Reference(s): 20 U.S.C. §§1232g (*Federal Family Educational Rights and Privacy Act of 1974*)  
20 U.S.C. § 7908  
16 V.S.A. 563(27) (*NCLBA Armed Forces Recruiter/Higher Education Access*)  
34 C.F.R. Part 99  
1 V.S.A. §317 (*Definitions*)  
15 V.S.A. §670 (*Non-custodial parents*)  
33 V.S.A. §5536a (*Juvenile court records*)  
VT State Board of Education Manual of Rules and Practices §2120.8.3.3

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Warned:	<u>WNESU</u>	<u>Cabot</u>	<u>Twinfield</u>
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