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### Request to Amend Education Records

Parents/guardians or eligible students who believe that information contained in the education records of a student is inaccurate or misleading or violates the privacy or other rights of the student may request that the District amend the records. Parents/guardians may make such requests of the building principal. The request to amend a student's records must be made in writing within 10 school days of the date the records were first examined. If the principal denies the request to amend, the parent/guardian or eligible student may make a written appeal to the superintendent. This appeal must be answered within ten school days by the superintendent in writing. If the first two steps have not resulted in a record change, then the parent or eligible student may request a formal hearing. A request for a formal hearing must be made in writing and addressed to the Superintendent of Schools. The response to the request must be mailed within ten school days. The hearing will be held in accordance with the following:

1. The hearing shall be held within fifteen school days after receipt of the request. Notice of the date, place, and time of the hearing will be forwarded to the parent or eligible student by hand delivery or certified mail.
2. The hearing will be conducted by a principal or central office administrator as designated in writing by the superintendent or designee. The official conducting the hearing shall not be the principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.
3. Parents/guardians or eligible students shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
4. The official designated above shall make his decision in writing within ten school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
5. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
6. The decision shall include a statement informing the parents/guardians or eligible student of their right to place in the student's records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained as a part of the records as long as the record itself is maintained by the School District.

If the student record is disclosed by the school to any other party, the explanation shall be also disclosed to that party.

Adopted: February 4, 2008