

## **NOTIFICATION CONCERNING STUDENT RECORDS**

In compliance with federal regulations, the Carmel Clay School Corporation has established the following guidelines concerning student records.

A. The Director of Student Services is the Records Control Officer for the Corporation and is responsible for the processing and maintenance of student records. The Director's office is located at the Educational Services Center, 5201 East Main Street.

B. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those designated by federal law or Corporation regulations.

C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with Corporation officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the Corporation's compliance with the Federal Education Rights and Privacy Act.

D. The Corporation has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 20 days from the date of this notification that he or she will not permit distribution of any or all such information: name and address; telephone number; date and place of birth; photograph and/or video; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

E. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student.

F. A copy of the [Policy 8330](#) pertaining to student records is available at the Board of Education office.