

SPRINGFIELD PUBLIC SCHOOL

RIGHTS, PROTECTION AND PRIVACY OF STUDENT RECORDS

Pursuant to the requirements of state and federal law, the following constitutes the Springfield School District's Annual Notification to parents and students regarding data privacy practices.

The Springfield School District has adopted a Student Record Data Privacy Policy incorporating state and federal requirements as to data privacy rights in student educational records. In summary the policy provides:

1. **PRIVACY RIGHTS:** Educational records which identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the parent or guardian of the student or student, age 18 or older if the student attends a post-secondary institution.
2. **DIRECTORY INFORMATION INCLUDES THE FOLLOWING:** Student's name, address, telephone number, date and place of birth, names of parents or guardians, participation in official recognized activities, grade level completed, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous educational institution attended, and photo of the student, if available.
3. **INSPECTION OF RECORDS:** Parents/Guardians of a student or a student, age 18 or older, may request to inspect and review any of the student's educational record except those which are, by state and federal law, made confidential. The school district will comply with the request immediately, if possible, and if not, within five working days. In certain special circumstances an additional five working days may be required in order to comply. Copies of the record may be obtained at a reasonable fee as established by the school district.
4. **CHALLENGE TO ACCURACY OF RECORDS:** A parent, guardian, or student age 18 or older, who believes that specific information in the student's educational record is inaccurate, misleading, incomplete or violates the privacy or other rights of the student may request the school district amend the record in question. If the Building Principal within a period of 30 calendar days, declines to amend the record as requested, the parent, guardian, or student, age 18 or older, will be advised in writing of their right to request and obtain a review of the request with the Superintendent/School Board. If as a result of this review, it is determined that the challenged record is not inaccurate, misleading, incomplete or in violation of the privacy of other rights of the student, the parent, guardian, or student, age 18 or older, will be notified of their rights to place a statement with the record commenting upon it and setting out any reason for disagreeing with the decision of the school district. The decision of the Superintendent/School Board is the final decision of the school district and may be appealed under the provision of the State Administrative Procedure Act, Minnesota Statute C-15, relating to contested cases.