

Hardin County Schools
Maintenance of School Records
Special Education Department

The Family Educational Rights and Privacy Act (FERPA) affords parents and/or students of eligible students who have reached the age of majority (18 years of age) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the school system receiving a written request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. The school system will notify the parent if eligible student of the right to and procedures for a hearing if the district decides not to amend the record as requested.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school system as administrator, supervisor, instructor, or support staff members (including health or Medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Types of Information

The school system maintains a number of different records in various locations. Essentially, these records contain ten (10) categories of information:

1. Attendance
2. Scholastic record
3. Group test results
4. Individual data (a) psychological records, (b) social casework reports
5. Medical and dental health
6. Student attitudes and behavior
7. Discipline

8. Emergency contact information

9. Special testing results

10. Directory card information

Directory Information includes: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Directory information may be disclosed by the Hardin County School System for any purpose in its discretion, without of a parent of a student or an eligible student. Parents of students and eligible students have the right to refuse to permit the designation of any or all the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must have written notification to this effect at the Hardin County Board of Education on or before the 1st day of September was school year. In the event a refusal is not filed, this institution assumes that neither parent of a student or eligible student objects to the release of the directory of information designated.

Location and Authorized Custodians

The primary source for access to most records is the elementary or secondary school in which a student is enrolled. The principal is the authorized custodian for these records. Records pertaining to disciplinary hearings and suspensions are maintained in the Hardin County Board of Education office. Special Education records for active eligible students are located in the school where the student is enrolled and are maintained by the school principal. Inactive special education files are located at the Special Office, located at the Hardin County Board of Education.

A complete list of all records maintained, along with locations, and authorized custodians is on file at the Hardin County Board of Education and is available for inspection.