

CHAPTER 5.00 - STUDENTS

EDUCATION RECORDS

5.19

1. Purpose. The purpose of this rule is to implement the requirements of the Family Educational Rights and Privacy Act ("FERPA") as codified in 20 U.S.C. § 1232g and of Florida Statutes 1002.22, 1002.221 and 1002.222 governing the creation, maintenance and disclosure of education records.
2. Definition. As defined by FERPA (20 U.S.C. § 1232g(a)(4)), education records are records maintained by the District that contain information directly related to a student.
3. Privacy and Disclosure. Pursuant to Florida Statute 1002.22 and FERPA, students and their parents have the right of privacy with respect to the student's education records and the right to access their education records. Education records are subject to disclosure to third parties only as authorized by law.
4. Superintendent's Responsibility. The Superintendent is responsible for maintaining the education records of District students and shall enact procedures and guidelines for the preparation, maintenance and retention of education records. Principals shall be responsible for the preparation and maintenance of the education records of students at their respective schools. The Superintendent shall be responsible for interpreting this rule and the requirements of law.
5. Copy Charges. Students and parents may obtain copies of education records by making a request to the principal or other custodian of the records. Charges for copies of public records not exceeding 8 1/2" x 14" in size shall be fifteen (15) cents for each one-sided copy or twenty cents for each two-sided copy, unless a different fee is otherwise prescribed by Florida Statutes. A one dollar (\$1.00) fee shall be assessed for a certified copy of a public record.
6. Electronic Records. Audio, video, and other electronic materials shall be charged at the actual cost of duplication as determined by the Superintendent.
7. Redaction. A security videotape or other education record may depict images or contain personally identifiable information about other students in addition to the requesting parent's child(ren). If extensive redaction is required to remove the personally identifiable information of other students from an education record, the District may charge, in addition to the cost of copying or duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the District or attributable to the District for the clerical and supervisory assistance required, or both.

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8. Delegation of Authority. The School Board delegates to the Superintendent the authority to enact procedures and guidelines to implement or clarify this rule.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

20 U.S.C. 1232g; 1002.22,
1002.221, 1002.222, F.S.

HISTORY:

ADOPTED: 1/11/05
REVISION DATE(S): 1/12/16