

# Policy: IGBAB

Administrative School District No.1

Code: IGBAB

Adopted: 6/23/92

Readopted: 1/14/97

Orig. Code: 4.27.1

## RECORDS OF STUDENTS WITH DISABILITIES

In addition to the protection and procedures afforded elsewhere in policy, students with disabilities and their parents have special rights under federal and state law with regard to student education records.

The district will facilitate parent inspection (or inspection by the parent's designee) of a student's education records before any meeting regarding an individualized education program (IEP) or hearing related to the identification, evaluation or placement of the student. If inspection of the records at the place where they are kept or at any other location in the district will cause an unreasonable burden on the parent(s), the district will provide the parent(s) copies of the student record. The district will respond to reasonable requests for explanations and interpretations of the records.

In order to guard against unauthorized access to the records of students with disabilities, the district will maintain a record of each request for access to and each disclosure of personally identifiable information from education records collected, maintained or used under IDEA-B, including the name of the party, the date access was given, the purpose for which the party was authorized to use the records and the legitimate interests the parties had in requesting or obtaining the information. This will not apply to access by the parent or eligible student, a district official, a party with written consent from the parent or eligible student or a party seeking directory information. The district will maintain the access record with the student's education records as long as the records are maintained.

The superintendent, through the director of special programs, shall maintain administrative guidelines to implement this policy, to designate persons responsible for the coordination of special education records and to define the process to facilitate parents' rights to access, amendment and destruction of such records.

END OF POLICY

Legal References:

ORS 326.565 ORS 336.187 OAR 581-15-055

ORS 326.575 ORS 339.155 OAR 581-21-210 to -440

ORS 339.260 OAR 581-22-717

34 CFR 99.1 34 CFR 99.11 34 CFR 300.129 (a)

34 CFR 99.2 34 CFR 99.12 34 CFR 300.221

34 CFR 99.4 34 CFR 99.20 - 99.22 34 CFR 300.502

34 CFR 99.5 34 CFR 99.30 - 99.37 34 CFR 300.562 - .573  
34 CFR 99.60 - 99.62

Education of the Handicapped Act of 1975, as amended, 20 U.S.C., sections 1400-1427, (West 1988), as amended and renamed Individuals with Disabilities Education Act, P.L. 101-476, 104 Stat 1103 (1990) [P.L. 94-142 is the well-known "short" reference to this federal legislation.]

Cross Reference:  
Policy JO - Education Records