

## **JRA - STUDENT EDUCATION RECORDS AND INFORMATION**

The Epping School District shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

### **A. Directory Information**

The Epping School District designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school district, honors and awards received, and photographs and videos of student participation in school activities open to the public. The Epping School District may disclose directory information if it has provided notice to parents (and eligible students) and has not received timely written notice refusing permission to designate such information as directory information.

### **B. Military Recruiters/Higher Education Access to Information**

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Epping School District must comply with any such request, provided that parents have been notified that they and secondary school students have the right to request that this information not be released without their prior written consent.

### **C. Health or Safety Emergencies**

In accordance with federal regulations, the School District may disclose education records in a health or safety emergency without prior written consent to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

### **D. Transfer of Student Records**

The Epping School District sends student education records to a school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the school, school system, or institution of postsecondary education has requested the records, so long as the disclosure is for purposes related to the student’s enrollment or transfer. Such records include, but are not limited to, grades and report cards, disciplinary records, attendance records, special education records and health records.

### **E. Designation of Law Enforcement Unit**

The Board hereby designates the Epping Police District as the Epping School District’s law enforcement unit.

## **F. Administrative Procedures and Notices**

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

### Statutory/Regulatory/Policy/Handbook Cross References

Policy JRA-R (Procedures for Student Records and Access)  
Policy JRA-FORM (Third-Party Request for Student Records/Access)  
Policy JRA-FORM (First-Party Request for Student Records/Access)  
Policy JRA-FORM (First-Party Consent for Student Records/Access)  
Policy JRA-R (Notice of Directory Information)  
Policy JRA-RR (Notification of Rights under FERPA)  
Policy JRA-FORMS (Objection to Release of Student Information)  
RSA 91-A:5 (Access to Public Records)  
RSA 189:1-e (Directory Information)  
RSA 193-D:8 (Transfer Records; Notice)  
RSA 194:31-a (Registers; Reports)  
N.H. Code of Administrative Rules Ed 1119  
Public Law 90-247 (Family Educational Right to Privacy Act of 1974)  
Public Law 104-191 (Health Insurance Portability and Accountability Act of 1996)  
No Child Left Behind Act, §9528  
Handbook (Referenced in Handbooks)

APPROVE/REVISED: September 22, 2005, August 20, 2009

EXISTING POLICY: March 2, 1978 & February 15, 1982 – Student Records