

Student Records

Student records are a property of the Los Alamos Public Schools and are kept according to local, state, and federal regulations. The records are filed in six categories: open records, discretionary records, special education records, confidential records, health records, and at the high school, advisement records.

Open, discretionary, and health records are maintained for each student in the Los Alamos Public Schools. Special education and confidential records are established for individual students as needed. Advisement records are maintained for all high school students.

Directory information is defined as material concerning individual students that may be given to the general public without the express consent of the student or the student's parents or guardians. Directory information is limited to:

- Student's name, address, and telephone number
- Date and place of birth
- Class in school
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of enrollment
- Honors received
- Most recent previous school attended
- Eligibility information for auto insurance discounts

Parents have until September 15 of the current school year to notify the school not to release directory information without prior consent.

Academic and attendance records, basic health records, and most recent diagnostic and individualized education program records are kept indefinitely by the schools. Other records are purged one year after graduation of the student's class. Test protocols are maintained until the time of a new evaluation at which time previous test protocols are destroyed.

Information in student records shall be disclosed to eligible students (students over age 18), their parents or guardians, school personnel and other persons or organizations only in accordance with provisions of the Family Educational Rights and Privacy Act (FERPA), provisions of New Mexico law and provisions of State Board of Education regulations.

At the time of graduation from high school, the parent or eligible student may request that all records no longer needed to provide special education with the exception of information that must be maintained permanently (student's name, address, phone number, grades, attendance, classes attended, grade level completed and year completed) be destroyed. This request must be received in writing or documented in an IEP. (6.31.2.13 NMAC)

The Family Education Rights and Privacy Act affords the following rights to parents and eligible students with respect to the student's educational records:

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
- The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Los Alamos Public Schools to amend a record that they believe is inaccurate or misleading by clearly identifying the part of the record they want changed in writing, and specifying why it is inaccurate

or misleading. This written request must be submitted to the Coordinator of Student Services. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's educational 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 interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (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 educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
 - Family Policy Compliance Office
 - U.S. Department of Education
 - 600 Independence Avenue, SW
 - Washington, D.C. 20202-4605