

Access to Student Records and Enrollment Information

1. Access to student educational records is governed by federal and state regulations.
2. Federal regulations give both natural parents the right to inspect, review, copy, and request corrections related to their child's records, unless there is a court order, state statute, or legally binding document specifically prohibiting access.
3. All requests by parents to access or copy their child's records must be put in writing. This written request should include the following:
 - Name of parent, child, and current address and phone number.
 - A short explanation as to why the records need to be accessed.
4. Requests by non-custodial parents or guardians are to be submitted in writing. This written request should include:
 - Name, current address, and phone number of the parent making the request. Please include 6 (six) stamped self-addressed legal size envelopes if requesting to receive report cards.
 - Name, current address, and phone number of the custodial parent.
 - Reason for accessing the records.
 - Personal identification, verified by school authorities, of the requesting, non-custodial parent.
 - Notification to the custodial parent.
5. Custodial parents have two (2) weeks to produce a copy of a court order or similar legal document that may limit this access.
6. In the absence of a court order, etc., the requesting parent has the authority to inspect and review the child's records.