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In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The Superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and custody of student education records

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures

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shall be required.

Access to student education records by parents and eligible students

A parent/guardian (“parent”) has the right to inspect and review his or her child’s education records, if the student is under 18 years of age. If a student is 18 years old or older (“eligible student”), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child’s education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

Request to amend student education records

A parent or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

Disclosure with written consent

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student’s education record, the notice provided to the parent or eligible student shall contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;

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- d. The method or manner by which the records will be disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required by this policy.

All signed consent forms shall be retained by the school district.

Disclosure without written consent

The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
 - a. For purposes of this policy, a "school official" is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
 - b. A school official has a "legitimate educational interest" if disclosures to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the

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official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.

2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education or state and local educational authorities.
4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is

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necessary to protect the health or safety of the student or others.

10. The disclosure is to comply with a judicial order or lawful subpoena. The district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
 - a. The court order or subpoena prohibits such notification; or
 - b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
13. The disclosure is of "directory information" as defined by this policy.

Disclosure of directory information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification

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number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

A parent or the eligible student has a right to refuse the release of any or all categories of directory information with respect to that student. To exercise this right, the parent or eligible student must inform the district annually, in writing, within 15 calendar days of the dates that public notice is given for this right or, within 15 calendar days of the date the student enrolls in district schools. Such notice shall be given on or about October 1 of each year.

Disclosure of disciplinary information to school personnel

In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

Disclosure to military recruiting officers

Names, addresses and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

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Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the district shall include a consent form with IEP packet materials.

Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

Annual notification of rights

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the office of the superintendent during normal business hours.

Governing law

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

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In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

LEGAL REFS.: 20 U.S.C. 1232g (*Family Educational Rights and Privacy Act*)
 20 U.S.C. 7908 (*military recruiter access to student records*)
 34 C.F.R. 99.1 *et seq.* (*FERPA regulations*)
 34 C.F.R. 300.610 *et seq.* (*IDEIA regulations concerning confidentiality of student education records*)
 C.R.S. 19-1-303 and 304 (*records and information sharing under Colorado Children's Code*)
 C.R.S. 22-1-123 (*district shall comply with FERPA*)
 C.R.S. 22-32-109 (1)(ff) (*duty to establish policy on disclosing eighth grade students names and mailing addresses to the Colorado Commission on Higher Education*)
 C.R.S. 22-32-109.1 (6) (*duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe*)
 C.R.S. 22-32-109.3 (2) (*duty to share disciplinary and attendance information with criminal justice agencies*)
 C.R.S. 22-33-106.5 (*court to notify of conviction of crime of violence and unlawful sexual behavior*)
 C.R.S. 22-33-107.5 (*school district to notify of failure to attend school*)
 C.R.S. 24-72-204 (2)(e) (*denial of inspection of materials received, made or kept by Safe2Tell Program*)
 C.R.S. 24-72-204 (3)(a)(VI) (*schools cannot disclose address and phone number without consent*)
 C.R.S. 24-72-204 (3)(d) (*information to military recruiters*)
 C.R.S. 24-72-204 (3)(e)(I) (*certain FERPA provisions enacted into Colorado Law*)
 C.R.S. 24-72-204 (3)(e)(II) (*disclosure by staff of information gained through personal knowledge or observation*)
 C.R.S. 24-72-205 (5) (*fee for copying public record*)

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C.R.S. 25.5-1-116 (*confidentiality of HCPF records*)

CROSS REFS.: JK.1, Student Discipline – District Conduct and Discipline Code

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I. Rights to Inspect and Review Education Records

These rights are accorded to the parent of the student or to the eligible student.

- A. "Parent" includes a parent, a guardian or an individual acting as a parent of a student in the absence of a parent or guardian.

The custodian of the record will presume the parent has the authority to exercise the rights identified unless provided with evidence that there is a court order governing such matters as divorce, separation or custody, or a legally binding instrument which restrains the right of a parent or other person.

- B. "Student" includes any individual with respect to whom an educational agency maintains educational records.

- C. "Eligible student" means a student for whom an educational agency maintains educational records, has attained 18 years of age or is attending an institution of post-secondary education.

1. This does not include a student who has not been in attendance at an educational agency or who has applied but has not been admitted to a post-secondary educational agency.

2. When a student meets the above criteria, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.

- D. "Educational records" means those records that are directly related to the student and are maintained by the educational agency. The following types of records may be reviewed by the parents or eligible students.

1. scholastic achievement;

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2. medical;
3. psychological reports;
4. sociological reports; and
5. standardized test data.

"Educational records" do not include records of supervisory, administrative and educational personnel ancillary thereto which:

1. Are in the sole possession of the maker and are not available to other persons except a substitute teacher;
2. Are maintained apart from other records for law enforcement purposes by the Aurora Public Schools Security Department;
3. Are employment records, except those maintained as part of work experience courses;
4. Are confidential medical and psychological records maintained for purposes of treatment and available only to the individual providing the treatment;
5. Are containing information on the student's activities after the person is no longer a student; or
6. Are part of a multiple student data listing. In such cases, the school authority may present an oral description of the information pertinent to the individual student.

II. Review of Records

- A. Any parent or eligible student desiring to inspect an educational record must make such request known to the custodian of the records at the particular location of that record.
 1. Currently enrolled students - records will be found in the current school of attendance.
 2. Withdrawn students for the current school year - records will be found in the school of last attendance.

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3. Graduates and other withdrawals - records are available through the Student Records Office.
4. Psychological, sociological and therapeutic records used to determine the presence of a disability or the provision of special education services will be found in the Department of Exceptional Student Services.

The custodian of the records will make every effort to comply with the request submitted within a reasonable period of time, subject to workload, but in no case shall the period of time exceed five days after the request has been made.

- B. The District maintains "educational records" as described in I.D. of this regulation.
- C. The person making requests shall be entitled to explanations and interpretations of the records and to obtain copies of the education records.

Fees for copies of student records are:

1. Students currently enrolled in the Aurora Public Schools shall receive the first copy free;
 2. Copies of records requested by another school serving grade levels K-12 receiving the Aurora student as a transfer are free;
 3. Requests for college entrance transcripts shall be provided without charge ;
 4. Students who have been identified as competitors for a scholarship shall not be charged for required entry transcripts for the scholarship testing;
 5. Former Aurora Public School students shall be charged a minimum of seven dollars; and
 7. When multiple sets of the records are requested, the same charges apply to each set.
- D. Phone requests for information for records shall be denied unless the custodian of the records has verified the request is made by an appropriate party of interest as defined in I. and IV. of this regulation.

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III. Amendment of Education Records

A parent of the student or an eligible student shall have the opportunity to seek correction of the education records of the student by the following procedures.

- A. A parent of the student or an eligible student who believes that information in the student's education record is inaccurate or misleading or violates the privacy or other rights of the student may request in writing, the district to amend them. (See exhibit JRC-1-E, Request of Amendment of Education Records.) The principal shall decide whether to amend the records in accordance with the request within a reasonable time. If s/he refuses to amend the records, the principal will notify the requesting person of interest and inform her/him of her/his right to a hearing.

- B. The procedures for a hearing are as follows:
 - 1. If a parent or eligible student is dissatisfied with the principal's decision, s/he may request a hearing by filing a written request with the Superintendent;
 - 2. Within 15 days of receiving a request for hearing, the Superintendent or designee shall notify in writing, the parent or eligible student of the date, place and time of the hearing at least 72 hours in advance of the hearing;
 - 3. The hearing may be conducted by the Superintendent or designee; however, the hearing shall not be conducted by anyone who has a direct interest in the outcome of the hearing;
 - 4. The parent or eligible student will be afforded at the hearing a full and fair opportunity to present relevant evidence and may be assisted or represented by individuals of her/his choice or an attorney, at her/his own expense;
 - 5. The hearing shall be conducted in a fair manner with all procedures and evidentiary decisions made by the hearing officer;
 - 6. The Superintendent will make a decision in writing within 15 days of the close of the hearing;

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7. The Superintendent's decision shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision;
 8. If the Superintendent decides to amend the records, s/he shall inform the person of interest in writing;
 9. If the Superintendent decides not to amend the records, the parent or eligible student shall be informed of the right to place in the student's records a statement commenting upon the records and/or setting forth any reasons for disagreeing with the Superintendent's decision. Any such explanation placed in the records shall,
 - a. be maintained by the district as part of the records as long as the record or contested portion is maintained, and
 - b. if the records are disclosed by the district, the explanation shall also be disclosed.
- C. Any educational record with an outstanding request to inspect or review may not be destroyed until such request is satisfied.

IV. Permissible Disclosure of Personally Identifiable Information from Education Records

- A. "Personally identifiable information" shall mean that data that includes:
1. The address and telephone number of the student;
 2. A personal identification, such as the student's social security number or student registration number; and
 3. Personal characteristics or other information which would make the student's identity easily traceable.
- B. Written consent of the parent or eligible student shall be obtained before disclosing personally identifiable information from the education record of the student except

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when disclosure is for:

1. School officials, including teachers who have legitimate educational interests;
 - a. "Legitimate educational interests" shall be defined as those situations which require decision-making that contribute to the welfare of the student. Such decision-making may be in, but not limited to areas such as health, placement, program and discipline,
 - b. School officials shall include those persons identified as administrator, teacher, nurse, social worker, psychologist, legal officer and others acting on behalf of the district;
2. Officials of another school or school system in which the student seeks enrollment.
3. Authorized federal and state official representatives for the purpose of audit and evaluation of federally supported education programs or in connection with the enforcement or compliance with the federal legal requirements which relate to these programs;
4. Officials requesting information in connection with financial aid for which a student has applied or which a student has received. Provided, personally identifiable information may be disclosed only for such purposes as,
 - a. determining the eligibility of the student for financial aid,
 - b. determining the amount of the financial aid,
 - c. determining the conditions which will be imposed regarding the financial aid, and
 - d. enforcing the terms and conditions of the financial aid.
5. Law enforcement agencies who have legitimate interest in the information

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- with respect to students at risk, suspected or accused of criminal activity.
6. Federal, state and local agencies and independent organizations conducting studies for or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and providing instruction, provided that studies are conducted in a manner which will not permit the personal identification of the students and their parents by individuals other than the representative of the organization and the information will be destroyed when no longer needed;
 7. Accrediting organizations in order to carry out their accrediting function;
 8. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954;
 9. Anyone if required by a judicial order or lawfully issued subpoena;
 - a. the parent or eligible student shall be notified of the order or subpoena. (see Notice of Judicial Order or Subpoena.) A reasonable effort shall be made to notify in advance of compliance.
 10. Appropriate parties in a health or safety emergency when such information is necessary to protect the health or safety of the student or other individuals;
 11. Directory information which includes the following information:
 - a. student's name,
 - b. date and place of birth,
 - c. electronic mail address,
 - d. photograph,
 - e. grade level,
 - f. major field of study,

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- g. participation in officially recognized activities and sports,
- h. weight and height of members of athletic teams,
- i. dates of attendance,
- j. awards received,
- k. most recent previous educational agency or institution attended by the student or other similar information, and
- l. other similar information. Student telephone numbers and addresses will not be disclosed pursuant to this section.

A parent or the eligible student has a right to refuse the release of any or all categories of directory information with respect to that student. To exercise this right, the parent or eligible student must inform the district annually, in writing, within 15 calendar days of the dates that public notice is given for this right or, within 15 calendar days of the date the student enrolls in district schools. Such notice shall be given on or about October 1 of each year; and

12. Directory Information - Cooperation with Law Enforcement Agencies.

NOTE: Addresses and telephone numbers may be provided to any law enforcement agency of Colorado, any other state or the United States, where such student is under investigation and the agency shows that such data is necessary to the investigation.

C. When an educational record is released that requires written consent, (see JRA-JRC-2-E, Authorization for Release or Inspection of Education Records) such consent must be signed and dated by the parent or eligible student and shall include:

- 1. specification of the records to be disclosed;
- 2. the purpose or purposes of the disclosure;
- 3. the party or class of parties to whom the disclosure may be made; and
- 4. a statement limiting third party disclosure without parent or eligible student consent.

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- D. A record of disclosures shall be maintained and kept with the education record of the student for each request for and each disclosure or personally identifiable information made other than requests made by the parent or eligible student, school officials as identified, and disclosure of directory information. (see JRA-JRC-3-E, Record of Disclosure of Education Record.) Such record shall indicate:
1. The parties who have requested or obtained personally identifiable information from the record; and
 2. The legitimate interest these parties had in requesting or obtaining the information.
- E. The record of disclosure may be inspected by:
1. The parent or eligible student; and
 2. School officials and designated persons responsible for the custody of the records and authorized auditors.
- V. It will be the responsibility of all those persons designated to act as custodian of records to exercise reasonable judgment and care in all record transactions.

NOTICE OF LIMITATION ON RECORD DISCLOSURES

Directions: When a student record is released containing identifiable information, other than directory information, to any institution, agency or organization, it shall be accompanied by the following notice.

"In accordance with the Family Education Rights and Privacy Act (Buckley Amendment) and the Aurora Public Schools Policies and Regulations, the party receiving these records is not authorized to disclose the information to any other party without the written consent of the parent or legal guardian of the student or the student, if 18 years or older, except that the personally identifiable information on the record which is received by an institution, agency

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or organization may be used by its officers, employees and agents, but only for the purpose for which the records were requested."

CHANGING STUDENTS' PERMANENT RECORDS

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The following is the procedure to be used when changing any official entry on a student's permanent record other than routine changes in name, address, telephone or name of guardian.

The building-level certificated staff member initiating the change must submit, in writing, on a form provided for that purpose by the School District, to the building principal the basis, rationale or reason for the change. If, in the judgment of all concerned, the changes are reasonable and appropriate, the principal will make the change, signing and dating such change. Copies of the completed form, including the record of action taken, will be distributed to the Superintendent of Schools or designee, the building principal, the teacher involved, the counselor and the school registrar. In addition, the completed forms containing the request for initiation for the change shall remain on file or shall be attached to the front of the record.

If the permanent record is already on file in the Student Records Office, the principal will request that the record be returned to the building and the procedure stated above will be followed.

Changing Students' Grades

Person(s) requesting a change in a student's official school grades must submit, in writing, on the form provided in JRA/JRC-1-E, Request for Amendment of Education Records, to the principal of the school indicating the basis, rationale or reason for said requested change. Said form and accompanying statement requesting a change of the student's grade(s) shall be entered into the permanent record and shall become part of said permanent record, subject to all rules of disclosure of said records.

If, in the judgment of the student, his parents, his teachers and the principal concerned, the change(s) are reasonable and appropriate, the principal will authorize the change. The change shall be made within seven school days. Written notification of the action shall be given to the parent or eligible student and shall be made part of said permanent record.

If the request for the change is denied by the principal, the person requesting the change shall be notified in writing of the decision.

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The person requesting a change that has been denied may, within 15 days of receipt of the denial notification by the principal, appeal the decision to the chief academic officer, Instruction, who shall review the decision and render a decision, in writing, within 15 days of receipt of the appeal.

Teacher Appeal of a Student's Grade Change

A teacher appealing a change of a student's grade by the principal must submit, in writing to the principal of the school, the reason for the appeal. The principal will review the grade change and respond to the teacher's appeal within 10 working days of the appeal.

If the appeal is denied by the principal, the teacher may appeal the decision, in writing to the chief academic officer, instruction, within five working days. The chief academic officer, instruction, will review the grade change and render a decision in writing within 15 days of receipt of the appeal.

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AUTHORIZATION FOR RELEASE OF RECORDS

I hereby give permission for the Aurora Public Schools to release records of:

First Name Middle Name Last Name Birth Date SASID

To _____

Street _____ City _____ State _____ Zip _____

The following records are authorized to be released:

- | | |
|---|---|
| <input type="checkbox"/> School Records | <input type="checkbox"/> Psychological/Sociological |
| <input type="checkbox"/> Special Education | <input type="checkbox"/> Risk/Threat Assessment |
| <input type="checkbox"/> Standardized Test Data | <input type="checkbox"/> Other (describe on separate page
necessary) |
| <input type="checkbox"/> Medical | |

This permission shall terminate on:

Date

Until revoked by parent or guardian or student if 18 or older.

IMPORTANT: The person or agency receiving these records must not (except as authorized by federal law) transfer the information obtained to any other person or agency without obtaining the written consent of the parent or legal guardian, or of the student, if eighteen (18) years of age or older. Pursuant to Public Law 93-380, you are hereby notified that you have the right to inspect the educational records, to have a copy of said records if you wish to pay the cost of duplication, and to challenge the content of said records on the grounds that they may be inaccurate, misleading or inappropriate.

CHECK ONE OF THE FOLLOWING:

_____ I certify that I am the parent or legal guardian of the person who is the subject matter of the records listed above, and that said person is under the age of eighteen (18) years.

_____ I certify that I am over eighteen (18) years of age, and am the person who is the subject matter of the records listed above.

Date

Signature

THIS AUTHORIZATION WILL BE KEPT ON FILE PURSUANT TO PUBLIC LAW 93-380

Please mail records to:

AURORA PUBLIC SCHOOLS
Approved March 1977
Recoded March 1999
Reviewed September 2007
Revised May 2015

APS Code: JRA/JRC-3-E

RECORD OF DISCLOSURE OF EDUCATION RECORDS

Date _____

Records Examined: _____ / _____
Name of Pupil Date of Birth

Records to be examined by: _____
Name Title or Relationship

Representing: _____
School, Agency or Organization, etc.

Purpose: _____

COMPLETION OF THIS FORM DOES NOT AUTHORIZE THE RELEASE OF RECORDS

Signature of Records Custodian

Date

Copy to be placed in student's cumulative folder