

Drake High School ACCESS TO RECORDS

RELEASE OF RECORDS FOR SCHOOL DIRECTORY

Access to Records (AR 5125)

Mandatory access will be provided to the following persons or agencies:

- Natural parents, adoptive parents, or legal guardians of students younger than age 18. Upon request, qualified certificated staff will be available to interpret records (EC §49069).
- Adult students age 18 or older (EC §49061).
- Those so authorized in compliance with a court order and lawfully issued subpoenas (EC §49077). If lawfully possible, the District shall first give the parent or adult student three days' notice, telling who is requesting what records (Title 5, § 435).

The following persons or agencies shall have access to those particular records which are relevant to the legitimate educational interests of the requester:

- Natural parents, adoptive parents, or legal guardians of a dependent student age 18 or older (EC §49076).
- Student 16 or older or who has completed the 10th grade (EC §49076).
- School officials and employees (EC §49076).
- School Attendance and Review Board members and involved school officials and employees (EC §49076).
- Officials or employees of other public schools or school systems where education programs leading to high school education are provided (EC §49076).
- Federal, state and local officials, as needed for program audits or compliance with law (EC §49076).
- County child welfare services workers responsible for the case plan of a minor who is being placed in foster care (Welfare and Institutions Code 16010).
- Representatives of agencies with whom the District has contracted for support services (e.g. Bay Area Community Resources).

Parental consent is not required when information is shared with other persons within educational institutions, agencies or organizations obtaining access, so long as those persons have legitimate interest in the information (EC §49076).

Release of Records for School Directory (BP/AR 5125.1)

Directory information shall not be released regarding any student whose parent/guardian notifies the District in writing that such information may not be disclosed (Education Code §49073).

Unless prohibited by the parent/guardian in accordance with law, directory information which school officials may disclose consists of the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent school attended.