

STUDENT DATA PRIVACY INFORMATION

August 2023

Dear Parent:

Much attention has been focused on student records, computerization of data, individual rights of privacy, and the needs of your School District to obtain information concerning each student. ANY PARENT OR STUDENT, 18 YEARS OF AGE OR OLDER, MAY REFUSE TO HAVE DIRECTORY INFORMATION RELEASED including release of information to military recruiters. A WRITTEN REQUEST STATING SUCH REFUSAL MUST BE SUBMITTED TO THE BUILDING PRINCIPAL BY SEPTEMBER 15th. FURTHER INFORMATION IS FOUND IN THE SCHOOL DISTRICT POLICY HANDBOOK.

Your Board of Education has adopted Data Privacy Guidelines and the School administration has developed procedures to inform parents and students of their rights, of the informational needs of the District, and of the measures taken by the School District to protect your rights. These procedures are explained in the Data Privacy Guidelines.

While the School District must obtain and use certain information about each student to plan the best possible educational program, this need is balanced with the right of each student and parent to privacy. Access to student information by third parties is limited and controlled as specified by law.

Our Data Privacy Guidelines specify the types of information collected and how that information is maintained, summarized, or released. They also describe safeguards available to insure privacy of student records.

If you have any questions, please contact me at 507-283-8088.

Sincerely,



Craig Oftedahl
Superintendent of Schools

CO/bt

ANNUAL PARENT NOTIFICATION OF STUDENT INFORMATION

WHAT STUDENT INFORMATION IS COLLECTED?

By state law, Minnesota Public Schools must collect school census information on all students in public or private schools if the parents reside in their district. Census information includes student and parent names, address, telephone, schools attended, grade, school transportation information and special education program assignments. Other information typically collected for public school students includes district-wide testing data, subject marks, attendance, and in some instances, with approval, special tests or evaluations by professional staff. Financial aid to the school district is based on census and other information sent to the State Department of Education.

WHERE IS STUDENT RECORD INFORMATION KEPT?

While a student is enrolled in a public school, official records are kept in the student's Cumulative Record Folder. This folder holds the official student records and other data school officials believe is needed to provide the best instructional services for each student. Census and related administrative information is kept at the district's central office.

WHO MAY SEE STUDENT RECORDS?

Access is limited to the following:

- * Parents or legal guardians who present proper identification
- * Students age 18 and over who present proper identification
- * Staff members of the public school, such as the principal, teachers, counselors, school social workers, nurses and other authorized professional personnel.
- * Other schools, upon request, when a student graduates, transfers, or withdraws, unless otherwise restricted.
- * Other third parties (employers, social agencies, law enforcement, etc.) may have access to records only with written permission of adult students, parents, or legal guardians.

EXCEPTIONS:

Directory information (name, school, birthdate, dates of attendance, awards, pictures, extra-curricular information) is public information and may be released.

HOW LONG ARE RECORDS KEPT?

Most records are destroyed when they no longer are needed by professional personnel to plan the most appropriate instructional programs for students. Many evaluative records are destroyed after one year. Contents of the Cumulative Record Folder (less the permanent records) usually are destroyed within five years of the time a student leaves the school system. However, a summary of census information along with certain grade reporting and attendance data is kept permanently when students leave the school system, as required by law. These permanent files are kept to fill requests for information from former students who later need to verify school-related information from their own records.

WHAT HAPPENS WHEN A STUDENT LEAVES?

When a student leaves the school system (graduates, moves away, withdraws), contents of the Cumulative Record Folder are forwarded to other school systems, colleges, vocational institutes, at student request unless the parent (or adult student) signs a form specifically directing the Public School not to release information to other schools. This form may be obtained from the school at the time the student leaves. After the student leaves, the academic record and health form is forwarded to the school district's central office, where these records are preserved.

WHAT ARE YOUR RIGHTS REGARDING STUDENT RECORD INFORMATION?

- * State and federal laws governing school records allow parents, legal guardians, and adult students (age 18 and over) to examine and/or obtain copies of their records or those of their children upon proper identification.
- * The law requires release of student information to a non-custodial parent. Exceptional circumstances should be referred to the superintendent.
- * You may challenge the accuracy of the record. You may request that school officials change it. After consultation, school officials may decide whether to alter the record. If you disagree, you have the right to a hearing.

WHOM SHOULD YOU CONTACT REGARDING QUESTIONS ON RECORDS PROCEDURE?

The superintendent is the person authorized by the district to receive concerns about student records and may be contacted at the central office. We ask your support and cooperation with these procedures. If you have questions or comments on any of these matters, please call the superintendent.