

NOTICE

STUDENT RECORDS ARE CONFIDENTIAL

Statute, standards, and professional ethics require that all records and information regarding students be kept in strictest confidence and released only with the prior informed consent of the student or student's parent/guardian. Maximum consideration will be given to the privacy of student information and the effect which its release may have on the student or his family. The Board will uphold all the regulations regarding personal data confidentiality, as stated in P.L. 94-142, HB 455, MHR 103-G, FERPA 3301-51-02 Department of Education. Therefore, before any information is released, the following procedures will be strictly followed:

The following persons only shall be permitted to inspect and review records concerning a student:

1. The parent or guardian of a student under the age of eighteen (18).
2. The parent or guardian of a student over the age of eighteen (18), if the parent has been established legal guardian of the student.
3. The student, if over the age of eighteen (18) and is not held in legal guardianship of another.
4. A representative of the LEA of residence of the student.
5. Wood Lane employees, including instructors and case manager, who have been assigned classroom, special services, or counseling responsibility to the student or his family.
6. Representative of public or private service agencies, who present a valid release of information form signed by the parent/guardian or student.
7. Authorized representatives of the Department of Education.
8. Authorized representatives of the Department of Developmental Disabilities.
9. A duly authorized court official in compliance with a court order or subpoena.