

STUDENT RECORDS**FL-R2**

Procedures for securing access to or copies of student records shall be as follows:

IDENTITY OF THE PERSON REQUESTING STUDENT RECORDS – The person making the request to review student records must establish his or her proper identity. The records custodian or designee shall have the duty to ensure that the requestor is authorized to review the records requested. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information. The request for student records shall be documented on the Request for Students Records Form (Form A) by either the requestor or the records custodian or designee. If the student is currently enrolled in the District, the request shall normally be made to the principal or designee of the school in which the student is or was enrolled.

OTHER REQUESTS – Information regarding student records shall not be provided by telephone, fax or email unless the records custodian or designee can verify the identity of the requestor. If the person requesting to review student records or receive copies of such does not reside in the district and cannot establish identity, they shall be required to complete Form A and submit the document to the records custodian or designee.

HIGH SCHOOL TRANSCRIPTS – High School transcripts can be released to postsecondary institutions and scholarship entities without the completion of Form A or B if the identity of the requestor can be identified. If the requestor cannot establish identity, they shall be required to complete the DHS Transcript Request Form (Form C) and submit the document to the records custodian or designee.

TIME AND PLACE OF REVIEW – Student records may be reviewed during the normal working hours of the office in which the records are maintained. Every effort shall be made to make the records available as soon as possible after a proper request is received. In order to facilitate the performance of required educational duties by personnel of the District, a certain time for review of requested student records may be scheduled. The time for review of the records shall not be more than forty-five days after receipt of a proper request for review of the records by the records custodian for the District.

PLACEMENT OF REQUEST TO REVIEW RECORDS – The request for review of student records shall be placed with the records of which review has been requested.

REQUEST FOR COPIES – Request for copies of student records shall be in writing on Form A and submitted to the records custodian or designee. Copies of records will be supplied as soon as administratively possible.

EXPLANATION OF REQUESTED RECORDS – In many instances, student records, in order to be meaningful, must be accompanied by an explanation of the content and meaning to provide a complete explanation to the person reviewing or receiving copies of the records.

While the records custodian or designee is prohibited from asking parents or qualified students to disclose their purpose for reviewing or requesting copies of records, the records custodian or designee may require the

parents, the student or any third party granted access by these regulations to have the records explained to them prior to reviewing the records or receiving copies. This explanation may be required by the records custodian or designee when in the records custodian's opinion or the designee's opinion the records would be misinterpreted or not understood without additional explanation. In such situations, the records custodian or the designee will provide the professional educator preparing the record or another professional competent individual to furnish the explanation, at the time the records are reviewed. After explanation, copies of the records will be made available as provided herein.

CUSTODY ISSUES – The parent signing the registration form is recognized by the school as the custodial parent when no other legal documents are available.

DETERMINATION IN THE ABSENCE OF LEGAL DOCUMENTS SUBSTANTIATION OR CURTAILMENT OF PARENTAL RIGHTS – If it becomes apparent that there is a court order curtailing the rights of one of the natural parents of a child:

1. The principal of the school should request that the custodial parent submit the original court document or a certified copy with seal affixed for the principal to review and copy. Uncertified copies of the original document shall not be accepted.
2. The limitations of parental rights should be noted carefully. Only when a parental right is specifically removed and described in the court document is the school to impose the limitation.

REQUEST TO SEE STUDENT BY PARENT OTHER THAN ONE SIGNING REGISTRATION FORM – If a parent or guardian other than the one signing the registration form for a student appears at the school with what appears to be legal papers and asks for a student:

1. The legal papers should be examined by the principal to determine:
 - a. If they are originals;
 - b. If there is an original seal; and
 - c. If there is a judge's original signature.
2. If the papers appear legitimate, the principal or designee is to complete the Release Affidavit Regarding Custody Issues (Form B) and:
 - a. Call the parent registering the child and offer that parent the opportunity to present more recent legal papers.
 - b. If the registering parent says he or she is unable to produce more recent papers, the child may be released to the parent with the recent papers at the school.
 - c. If the registering parent claims to be able to produce more recent legal papers, ask him or

- her to bring those papers to the school at that time.
- d. Notify staff member(s) in charge of the student of the circumstances and request that the child be carefully watched.
 - e. Isolate the child or have the child in a well-supervised area with more than one adult nearby.
 - f. If disruption of school activities results because of the interaction between parents, call the Dumas ISD Police Department to ask for assistance at the school.
 - g. When the registering parent arrives, check the legal documents as described at #1 above.
 - h. Note the most recent, valid legal papers, preferably issued in Texas to determine to whom the child should be released.
3. If a person representing himself or herself as the parent or guardian other than the one signing the registration form for a student appears at the school without any legal papers and asks to see the student, that person shall be denied access to the student.
 4. A non-custodial parent will be allowed to eat lunch with his or her child at appropriate times as determined by the school principal as long as the custodial parent has not written a note denying the non-custodial parent the privilege to visit his or her child during lunch.

RELEASING INFORMATION TO A NONCUSTODIAL PARENT – A student's records must be made available to the non-custodial parent upon request, excluding the address and telephone number of the student, unless the following applies:

If a custodial parent has valid legal documentation that specifically states that the non-custodial parent is denied access to his or her child's records, then that court order will be followed.

Attachments:

Form A – Request for Student Records

Form B – Release Affidavit Regarding Custody Issues

Form C – DHS Transcript Request Form

REQUEST FOR STUDENT RECORDS

Name of student:

Last Name	First Name	Middle Name
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School: _____ Grade Level: _____

Specify records requested:

I wish (check appropriate response)

_____ To view records in school office

_____ To view/discuss records with school office

_____ To obtain copies of requested records

Signature of requestor

Date/Time

Relationship to student for which records requested

NOTICE:

When the request is submitted an appointment will be scheduled to review the records or to pick up copies.

FOR SCHOOL USE ONLY

Date/Time requested records prepared

DUMAS REGULATIONS

01/22/2015

Name/position of person preparing records

Date/time completed records picked up or mailed

Signature of individual receiving records if in person

Date

File copy of this request in student folder if for a specific student.

Form B

RELEASE AFFIDAVIT REGARDING CUSTODY ISSUES

I, _____, am the natural mother/father of _____. I have presented to the Dumas Independent School District a certified copy of a _____(state) court decree awarding me custody of _____.

I have represented to the Dumas Independent School District that this court decree is in full force and effect and confirms the custody rights of the natural parent of _____.

I have requested, and Dumas Independent School District has released _____ to me. I understand that by this action the Dumas Independent School District may have a claim brought against it or any of its Trustees, agents, or staff members by _____, natural mother/father of _____. I agree that if any action is brought against the Dumas Independent School District, its Trustees, agents, _____ to me, I will indemnify and hold harmless the Dumas Independent School District, its Trustees, agents, or staff from any damages that may result and further agree to defend the afore-mentioned in any such action and/or reimburse them for any attorney’s fees incurred or damages that they may be required to pay.

Name _____

Signature _____

Address _____

Telephone Number _____

Driver’s License # _____ State _____

County of _____

Sworn to and subscribed before me on the _____ day of _____, _____.

(PERSONALIZED SEAL)

Form C

DHS TRANSCRIPT REQUEST FORM

Date: _____

Name of Student: _____ Date of Birth: _____

Maiden Name: _____ SSN#: _____

Telephone Number: _____

Graduate ___ Year Graduated: _____ Non-Graduate ___ Year Last Attended: _____

Record Requested:

Transcript _____ Shot Record _____ Other

Send to:

I hereby attest that I have legal authority to request release of these records. I understand they will not be divulged to other parties without the written consent of the parents or student, 18 years of age or older.

Signature of requestor

Date/Time

Relationship to student for which records requested