

## **222 PARENT/GUARDIAN ACCESS TO STUDENT RECORDS**

The parents of students or students themselves, if eighteen years of age or older (both hereafter referred to as Applicant), have the right to review and inspect the education records of the student. As used herein, the term "parent" includes a natural parent, a legal adoptive parent and a legal guardian.

"Education records" means those records, files, documents, and other materials maintained by the school that contain information directly related to a student.

If an Applicant desires to review and inspect the education records of the student, he or she shall file an application in writing for access to the records with the administrator.

Within five (5) days of the receipt of a request for access to education records, the Applicant shall be notified of the time, date, and place at which such records will be made available. In no case shall access be withheld more than forty-five (45) days after the request has been made. Each time the term "days" is used in this regulation, it refers to "school days" during the school year or to "work days" during summer vacation.

The right of access specified above shall include

1. The right to be provided a list of the types of education records which are maintained by the school and which are directly related to students;
2. The right to inspect and review the contents of those records;
3. The right to obtain copies of those records, although the actual cost of reproduction shall be borne by the Applicant; and
4. The right to a response from the school to reasonable requests for explanations and interpretations of those records.

If any material or documents in the education record of a student includes information on more than one student, access shall be limited only to those parts of the material that relate to the Applicant or to the right to be informed of the specific information contained in the material if it is not severable.

If access to a student's records is requested, such records may not be destroyed before the Applicant has had the opportunity to review and inspect them.