



Policy of the Board of Trustees

J Series

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ACCESS TO STUDENT RECORDS: NOTICE CONCERNING STUDENT RECORDS

Notice is hereby given to all parents and guardians of students attending the North Country Charter Academy and students 18 years of age and older.

The following records are considered "Directory Information" and will not be treated as confidential information. Such information will be made available for publication through School District news releases.

- a. The student's name, address, date of birth.
- b. Major field of study.
- c. Participation in officially recognized activities and sports.
- d. Weight and height of members of athletic teams.
- e. Dates of attendance at the North Country Charter Academy
- f. Awards and honors received.

Parents or guardians of NCCA students, and students 18 years of age and older, who desire such "Directory Information" not be released for publication shall notify the Principal in writing by the third Monday in September.

All other information contained in educational records cannot be released without the written consent of the parents/guardians, or eligible students with certain exceptions:

- a. Release to intra-institutional officials such as teachers, counselors, and administrators.
- b. Release to other schools where the student is seeking to enroll.
- c. Release to federal and state officials for the purposes of evaluating or auditing a program receiving federal or state support.
- d. Release of information in connection with a student's application for financial aid.

1st Reading: September 21, 2017

2nd Reading: October 19, 2017

Adoption: November 30, 2017

Proposed Reconsideration: November 2022



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- e. Release to official accrediting organizations in conjunction with the accreditation process.
- f. Release of necessary information in cases of health or safety emergencies.
- g. Release to state and local officials if statutes or regulations requiring release were adopted prior to November 19, 1974.
- h. Release to organizations or persons developing validation information or conducting predictive tests.
- i. Release of such information as tuition bills and grades to parents of dependent students.
- j. Release of information pursuant to judicial order or subpoena.

Parents or guardians wishing to have access to the records of their children should contact the Principal. Records pertaining to individual students may include standardized test scores, permanent record card, achievement, and health records.

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