

Policy 221 Data Practices

I. PURPOSE

The purpose of this policy is to assist Green Isle Community School Board of Directors in handling school data that is maintained by Green Isle Community School, and to explain what appointed members of staff must do to comply with The Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act, (MGDPA) Minnesota Statute (Chapter 13). Portions of the policy are also intended as a guide to anyone seeking access to public data and to individuals who are the subjects of school data.

II. GENERAL STATEMENT OF POLICY

The Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act, (MGDPA) Minnesota Statute (Chapter 13), are federal and state laws that provide for the disclosure and privacy of student educational records. In accordance with these and other applicable laws, Green Isle Community School has adopted the following policy

III. DEFINITIONS

A student is an individual who is currently enrolled at Green Isle Community School. Those seeking enrollment (applicants) and former students (alumni) are included in this definition for the purpose of this policy. All students have the same rights regarding their educational data irrespective of age.

Educational records are those records directly related to a student and maintained by Green Isle Community School. Records in the sole possession of the maker and are not accessible or revealed to any other individual, and are destroyed at the end of the school year, are not deemed educational records.

A school official is a person employed by Green Isle Community School in an administrative, supervisory, academic or support staff position; a person or company with Green Isle Community School has contracted; a person serving on the Board of Directors, or a person assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Directory information is information not generally considered harmful or an invasion of privacy if disclosed to the public.

IV. PROCEDURES

Student Rights Under FERPA and MGDPA:

1. A student has a right to inspect and review his or her educational records. Requests should be made in writing to the office of such records. Green Isle Community School will provide access to view educational records within ten scheduled school days during the school year or 4 business days during the summer months of the student's request.
2. A student has a right to consent to disclosures of information, which identify him or her personally, except to the extent that these disclosures are allowed without student consent under state and federal law.

Adopted: 11/21/2013
Revised: 11/17/2016, 1/19/2017, 12/19/2017

Org 1995
Revised 2011

3. A student has a right to file a complaint with the United States Department of Education if he or she believes that Green Isle Community School is not meeting the requirements of the federal law. Written complaints should be sent to: Family Policy Compliance Office, U.S. Dept. of Education, 600 Independence Ave. SW, Washington, D.C. 20202-4605.

Consent for Release:

Green Isle Community School will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party, except as authorized by FERPA and MGDPA or other applicable law. A student or legal guardian may grant consent by completing an Informed Consent Release Form.

Release without Consent:

As allowed under FERPA and MGDPA, Green Isle Community School has the right to release student records without consent. Examples of release without consent include:

- To appropriate school officials with a legitimate educational interest.
- To specified officials for audit, accrediting or evaluation purposes.
- To appropriate parties in connection with providing financial aid to a student.
- To appropriate officials in cases of health and safety emergencies.
- To state and local authorities, within a juvenile justice system, pursuant to specific state law.
- To comply with a judicial order or lawfully issued subpoena.
- To military recruiting personnel, under the Solomon Amendment of the National Defense Authorization Act, in addition to directory information, Anoka-Ramsey must disclose address, and telephone number, previous school of enrollment and date of birth.
- To another educational agency or institution, where a student is enrolled and/or receiving services, while also enrolled or receiving services at Green Isle Community School.
- To the public, Green Isle Community School has the authority to release information classified as directory information and includes the following:

- o Name
- o Date of birth
- o Enrollment status (fulltime/part-time)
- o Dates of enrollment or graduation

I have the word definition listed by these but I don't recall what I meant by that...

Note: A student or parent may direct that any or all of the directory information be withheld from public disclosure by notifying the Office in writing. Students or legal guardian, who request that directory data be restricted, should be advised that this will remain in effect until the student officially requests in writing to the Office that this restriction cease. This restriction will remain in effect after a student graduates or ceases to be enrolled at Green Isle Community School.

For questions concerning your rights, please contact:

Responsible Authority: Director of Green Isle Community School

Data Practices Compliance Officer: Board Chair of Green Isle Community school

Employee Data Privacy Designee: EdVisions Cooperative

**Green Isle Community School Policy 221
Independent Charter School District #4144**

GICS 221 based on
MSBA/MASA Model 206, 403, 413 and 514

Adopted: 11/21/2013
Revised: 11/17/2016, 1/19/2017, 12/19/2017

Org 1995
Revised 2011

Student Data Privacy Designee: Administrative Assistant for Green Isle Community School
Data Security/Breach Designee: Director of Green Isle Community School

Legal References:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. § 13, 2016

*Adopted: 11/21/2013
Revised: 11/17/2016, 1/19/2017, 12/19/2017*

Org 1995
Revised 2011

Authorization for Release of Information Section

Section I

Date: _____ Student Name: _____

Date of Birth: ___/___/_____(mm/dd/yy) ID: _____

Grade: _____

School: _____

Section II:

Name: _____(Legal Guardian)

Authorizes District # _____

___ to release the specific information identified below to:

___ to obtain specific information identified below from:

Name of individual or entity: _____

Address: _____

Health Records Created between ___/___/___ (mm/dd/yy) and ___/___/___(mm/dd/yy) ___

Medical Reports Created between ___/___/___ (mm/dd/yy) and ___/___/___(mm/dd/yy) ___

Psychological Reports Created between ___/___/___ (mm/dd/yy) and ___/___/___(mm/dd/yy) ___

Psychiatric Report Created between ___/___/___ (mm/dd/yy) and ___/___/___(mm/dd/yy) ___

Teacher, Staff Observations: Created between ___/___/___ (mm/dd/yy) and ___/___/___(mm/dd/yy)

Special Education Records Created between ___/___/___ (mm/dd/yy) and ___/___/___(mm/dd/yy)

Social Work Report Created between ___/___/___ (mm/dd/yy) and ___/___/___(mm/dd/yy) ___

Others (specify) Created between ___/___/___ (mm/dd/yy) and ___/___/___(mm/dd/yy)