

It is the policy of the Highland School District #305 Board of Trustees to adhere to all existing School District Policy, state and federal law identified by the Family Education Rights and Privacy Act (FERPA) regarding the access and disclosure of identifiable student information and health information contained in a student’s educational record.

**Purpose:**

This policy provides direction for the transfer of confidential student data within the Student Information Management System (PowerSchool) .

For the purposes of this policy “confidential information” means any information regarding a child receiving services supported in part or in whole by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is contained in the student’s educational record and is required by state or federal law or rule to be maintained in a confidential manner.

The school district will follow the rules promulgated by the State Board of Education for authorizing access to and transfer or release of confidential information for the purpose of gathering statistical information, conducting studies or state and federal accountability reporting as authorized by law or State Board Rule.

The school district will transfer and release confidential information for the above stated purposes in accordance with this policy to:

1. The State Department of Education
2. The State Board of Education
3. The State Division of Professional-Technical Education

Unless otherwise permitted by state or federal law or regulation, confidential information will only be electronically released or transferred to the below described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by the state to execute such consent (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult.

1. The Department of Corrections
2. The Department of Health and Welfare
3. Statutorily-constituted juvenile bureaus or agencies
4. Other school districts upon their request and compliance with the law
5. Idaho Youth Court
6. Military Recruiters
7. Other



**LEGAL REFERENCE:**

I.C. § 33-105 Authority of the State Board of Education  
I.C. § 33-120A Idaho Student Information Management System  
I.C. § 33-512 Local Authority and Duties of School Boards  
I.C. § 33-209 Transfer of Student Records  
I.C. § 32-717A Parents Access to Records  
Family Educational Record and Privacy Act, 20 USC  
123g, 34 CFR Part 99  
State Board Policy, Section IV, Agency Affairs, Paragraph  
B. State Department of Education, Item 10.

ADOPTED: 6/14/04

AMENDED: 6/13/05, 5/12/14