

### First Reading of Policy Recommendations (04-27-26 Board Meeting Exhibit)

The following policies were reviewed by the Policy Committee on 4/16/26 and are being presented for first reading.

#### Edit Key:

- Edits in **green with strikethrough** are current LM language being recommended for removal.
- Edits in **red** are recommended new language.

Policy #	Title	Reviewed/Revised
505.6-R	Education Records Access Regulation	Reviewed
505.6-E2	Request of Nonparent for Examination or Copies of Education Records	Revision recommended
505.6-E3	Parental Authorization for Release of Education Records	Reviewed
505.6-E4	Request for Hearing on Correction of Education Records	Reviewed
505.6-E5	Parental Request for Examination of Education Records	Reviewed
505.6-E6	Notification of Transfer of Education Records	Reviewed
505.6-E7	Letter to Parent Regarding Receipt of Subpoena or Court Order	Reviewed
505.6-E8	Juvenile Justice Agency	Potential new exhibit
505.62	Student Directory Information	Revision recommended
505.62-R	Use of Student Directory Information Regulation	Revision recommended
505.62-E	Parental Authorization for Withholding Student Directory Information	Revision recommended
505.63	Family & Educational Rights and Privacy Act Student Education Records Annual Notice	Reviewed
505.9	Student Library Circulation Records	Reviewed
602.23	Open Enrollment Transfers-Procedures as Receiving District	Revision recommended

**Policy 505.6-R  
Education Records Access Regulation**

Parents and eligible students have a right to access a student's education records upon request without unnecessary delay and in no instance more than 45 calendar days after the request is made. The intent of this regulation is to establish procedures for granting requests from eligible students and parents to access a student's education records.

**EDUCATION RECORDS** means those records that contain information directly related to a student and which are maintained by an education agency or institution, or by a party acting for the agency or institution. These may include, but are not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

**ACCESS TO RECORDS**

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than 45 calendar days after the request is made. An eligible student or parent, upon written request to the administrative office of the student attendance center, shall receive an explanation and interpretation of the education records. A student who is 18 years or older has the right to determine who, outside the school system, has access to their records. Parents of students who are 18 years or older but are still dependents for income tax purposes may access the student's education records without prior permission of the student.
2. School officials having access to student education records are defined as having a legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing their tasks.

## **RELEASE OF INFORMATION OUTSIDE OF SCHOOL**

Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.

## **PROCEDURES FOR REQUESTING A RECORD AMENDMENT**

1. If the eligible student, parent, or legal guardian believe the information in the student's education records is inaccurate, misleading, or violates the privacy of the student, the parent or an eligible student may request that the district amend the education records.
2. The district will decide whether to amend the student's education record within a reasonable time after receipt of the request.
3. If the district determines an amendment is made to the student's education record, the district will make the amendment and inform the parent or the eligible student of the decision in writing.
4. If the district determines the amendment of the student's education record is not appropriate, the district will inform the parent or the eligible student of their right to a hearing held before a hearing officer provided by the district. The hearing officer may be an employee of the district, so long as the employee does not have a direct interest in the outcome of the hearing.
5. Upon parental request, the district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of the date, time, and place of the hearing.
7. The parent or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual of their choice at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parent may appeal the hearing officer's decision in writing to the superintendent within 10 days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parent may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the school board within 15 days. It is within the discretion of the board to hear the appeal.
11. If the parent and the eligible student's request to amend the education record is further denied following the hearing, the parent or eligible student will be informed that they have a right to place an explanatory letter in the student's education record commenting on the district's decision or setting forth the reasoning for disagreeing with the district. Additions to the student's education records will become a part of the education records and be maintained like other education records. If

the district discloses the student's education records, the explanation by the parent or eligible student will also be disclosed.

Adopted: 6/90

Reviewed: 4/11; 4/12; 7/13; 12/20; 10/23

Revised: 10/14; 8/17; 10/19

Related Policy: 505.6; 505.6-E2-E7

Legal Reference (Code of Iowa): §§ 22; 279.9B; 280.24-25; 622.10; 281 IAC 12.3; 41

IASB Reference: 506.01-R(1)

**Policy 505.6-E2**

**Request of Nonparent for Examination or Copies of Education Records**

The undersigned hereby requests permission to examine the Linn-Mar Community School District's official education records of:

\_\_\_\_\_  
Legal Name of Student

\_\_\_\_\_  
Date of Birth

**The undersigned requests copies of the following official education records of the above student:**

**The undersigned certifies that they are: (Check one)**

- An official of another school system in which the student intends to enroll.
- An authorized representative of the Comptroller General of the United States.
- An authorized representative of the Secretary of the US Department of Education or US Attorney General.
- A state or local official to whom such is specifically allowed to be reported or disclosed.
- A person connected with the student's application for, or receipt of, financial aid. (Specify Details \_\_\_\_\_)
- Otherwise authorized by law **or as stipulated in Policy 505.6.**
- A representative of a juvenile justice agency with which the district has an interagency agreement.**

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student or the student if the student is of majority age.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

**APPROVED**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Policy 505.6-E3**  
**Parental Authorization for Release of Education Records**

The undersigned hereby authorizes the Linn-Mar Community School District to release copies of the following official education records:

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concerning \_\_\_\_\_  
Full Legal Name of Student Date of Birth

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Name of Last School Attended Years of Attendance

The reason for this request is: \_\_\_\_\_  
\_\_\_\_\_

My relationship to the student is: \_\_\_\_\_

Copies of the records to be released are to be furnished to:

- ( ) the undersigned
- ( ) the student
- ( ) other (please specify) \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Number

**Policy 505.6-E4**  
**Request for Hearing on Correction of Education Records**

To: \_\_\_\_\_  
Name of Student Attendance Center

Address: \_\_\_\_\_  
Address of Student Attendance Center

As the \_\_\_\_\_ of \_\_\_\_\_  
Relationship to Student Full Legal Name of Student

I believe the district's official education records are inaccurate, misleading, or in violation of privacy or other rights of this student.

The official education records which I believe are inaccurate, misleading, or in violation of the privacy or other rights of this student are: *(Please be specific)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The reason I believe such records are inaccurate, misleading, or in violation of the privacy or other rights of this student is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I will be notified of the date, time, and place of the hearing; that I will be notified in writing of the district's decision; and that I have the right to appeal the decision by notifying the superintendent in writing within 10 days after my receipt of the decision. I further understand that if the request to amend the student's education record is denied, that I have the right to place an explanatory letter in the student's education record stating I disagree with the district's decision and why.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Policy 505.6-E5**  
**Parental Request for Examination of Education Records**

To: \_\_\_\_\_  
Name of Student Attendance Center

Address: \_\_\_\_\_  
Address of Student Attendance Center

As \_\_\_\_\_ of \_\_\_\_\_,  
Relationship to Student Full Legal Name of Student

who was born on \_\_\_\_\_ and is currently in grade \_\_\_\_\_,

**I request to examine the following official education records:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please check one of the following:**

\_\_\_\_ I do

\_\_\_\_ I do not

desire a copy of such records and I understand that a reasonable charge will be made for copies, if requested.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Approved by:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Policy Series 500 - Students  
Miscellaneous Matters**



**Policy 505.6-E6  
Notification of Transfer of Education Records**

**To:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Parent or Legal Guardian*

**Street Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Please be notified that copies of the Linn-Mar Community School District's official education records concerning \_\_\_\_\_ have been transferred to: \_\_\_\_\_  
*Full Legal Name of Student*

**School District Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here \_\_\_\_ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

\_\_\_\_\_  
Name of School District Official

\_\_\_\_\_  
Title

Adopted: 9/98  
Reviewed: 7/13; 10/14; 10/19; 12/20; 10/23  
Revised: 8/17  
Related Policy: 505.6; 505.6-R; 505.6-E2-E5, E7  
IASB Reference: 506.01-E(5)

**Policy 505.6-E7  
Letter to Parent Regarding Receipt of Subpoena or Court Order**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,  
*Parent/Legal Guardian Name*

This letter is to notify you that the Linn-Mar Community School District has received a \_\_\_\_\_ requesting copies of your student's education records.  
*Subpoena or Court Order*

The specific records requested are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The school district has until \_\_\_\_\_ to deliver the documents to \_\_\_\_\_  
*Date on Subpoena or Court Order*

\_\_\_\_\_. If you have questions, please do not  
*Requesting Party on Subpoena or Court Order*

hesitate to contact me at \_\_\_\_\_.  
*Email / Phone Number*

Sincerely,

\_\_\_\_\_  
Name of School District Official

\_\_\_\_\_  
Title

**Policy 505.6-E8**  
**Juvenile Justice Agency Information Sharing Agreement**

**Potential New Policy**

**STATEMENT OF PURPOSE**

The purpose of this agreement is to allow for the sharing of information among the district and the agencies prior to a student's adjudication in order to promote and collaborate to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

**IDENTIFICATION OF AGENCIES**

This agreement is between the Linn-Mar Community School District (hereinafter "District") and \_\_\_\_\_ (hereinafter "Agencies").  
*Insert agency name*

**STATUTORY AUTHORITY**

This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38.

**PARAMETERS OF INFORMATION EXCHANGE**

1. The District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication, information contained in the permanent record may be disclosed by the District to the Agencies without parental consent or court order.
3. Information contained in a student's permanent record may be disclosed by the District to the Agencies after adjudication only with parental consent or a court order.
4. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.
5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
6. Information obtained by the District from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a District's ability to share information and the purposes for which that information can be used. Other Agencies are bound by their own respective confidentiality policies.

**RECORDS TRANSMISSION**

The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within a reasonable time following receipt of the request.

**CONFIDENTIALITY**

Confidential information shared between the Agencies and the District will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

**JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT**

**Amendments:** This agreement constitutes the entire agreement among the Agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the District.

**Term:** This agreement is effective from \_\_\_\_\_.  
*Insert Date*

**Termination:** The District may discontinue information sharing with an Agency if the District determines that the Agency has violated the intent or letter of this Agreement.

**APPROVED**

Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_  
Agency: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_  
Agency: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_  
Agency: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_  
Agency: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Policy 505.62**  
**Student Directory Information**

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose “directory information” to third parties without consent if it has given public notice of the types of information which it has designated as “directory information”, the parent's or eligible student's rights to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that they do not want any or all of those types of information designated as “directory information”.

The district has designated the following as directory information:

- Student's name
- Address
- Home phone number
- Student photograph
- Grade level
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Student is defined as an enrolled individual, PK-12, including students in district sponsored childcare programs.

Prior to developing a student directory or giving general information to the public, parents (including parents of students open enrolled out of the district and parents of students home schooled in the district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their student's information in the directory or in the general information distributed about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

**Policy 505.62-R  
Use of Student Directory Information Regulation**

The *Family Educational Rights and Privacy Act (FERPA)*, a federal law, requires that the Linn-Mar Community School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education record. However, the district may disclose appropriately designated "directory information" without written consent, unless parents have advised the district to the contrary in accordance with board policy. The primary purpose of "directory information" is to allow the Linn-Mar Community School District to include this type of information from student education records in certain school publications. Examples include:

- A playbill showing a student's role in a drama production;
- Annual yearbooks;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets/programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with the following information: names, addresses, and **home** phone numbers; unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If parents do not want the district to disclose directory information from their student's education records without prior written consent, they must notify the district in writing on an annual basis.

The student handbook or similar publication given to each student which contains general information about the school will contain the following statement which will be published at least annually in a prominent place or in a newspaper of general circulation in the school district:

*The following information may be released to the public in regard to any individual student of the district, as needed. Any eligible student over the age of 18 or a parent not wanting this information released to the public must make objection in writing to the building principal on an annual basis.*

- *Student's name*
- *Address*
- *Home phone number*
- *Student photograph*
- *Grade level*
- *Dates of attendance*
- *Participation in officially recognized activities and sports*
- *Weight and height of members of athletic teams*
- *Degrees, honors, and awards received*
- *The most recent educational agency or institution attended*

Adopted: 9/98

Reviewed: 4/11; 4/12; 7/13; 10/14; 12/20; 10/23

Revised: 8/07; 8/17; 1/21

Related Policy: 505.62; 505.62-E; 505.63

IASB Reference: 506.02-R(1)

**Policy 505.62-E  
Parental Authorization for Withholding Student Directory Information**

The Linn-Mar Community School District has adopted a policy designed to assure parents and students the full implementation, protection, and enjoyment of their rights under the *Family Educational Rights and Privacy Act of 1974* (FERPA). A copy of the district's policy is available for review in the administrative offices of all of our schools and on the district's policy website [Refer to policies [505.62](#) and [505.62-R](#)].

This law requires the district to designate as “directory information” any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The district has designated the following information as “directory information”: student's name, address, home phone number; photograph; grade level; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

Parents have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to their student provided they notify the district in writing on an annual basis. If a parent desires to make such a refusal, they should complete and return the form included at the bottom of this notice.

If parents have no objection to the use of student information, they do not need to take any action.

Adopted: 9/98  
Reviewed: 7/13; 10/14; 12/20; 10/23  
Revised: 8/07; 8/17; 1/21  
Related Policy: 505.62; 505.62-R; 505.63  
IASB Reference: 506.02-EH(1)

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**RETURN THE FORM BELOW TO YOUR STUDENT'S ATTENDANCE CENTER MAIN OFFICE**



**Parental Directions to Withhold  
Student Directory Information for Education Purposes**

For the \_\_\_\_\_ school year

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Please withhold the following directory information on my student: *(Check all that apply)*

- \_\_\_\_\_ Name
- \_\_\_\_\_ Address
- \_\_\_\_\_ Home Phone Number
- \_\_\_\_\_ Photograph
- \_\_\_\_\_ Grade Level
- \_\_\_\_\_ Dates of Attendance
- \_\_\_\_\_ Participation in officially recognized activities and sports
- \_\_\_\_\_ Weight and height of members of athletic teams
- \_\_\_\_\_ Degrees, honors, and awards received
- \_\_\_\_\_ The most recent educational agency or institution attended

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**Policy 505.63**

**Family Educational Rights and Privacy Act Student Education Records Annual Notice**

The *Family Educational Rights and Privacy Act (FERPA)* affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the district to amend a record should write the school principal (or appropriate school official), clearly identifying the part of the education record they want changed and specifying why it should be changed.

If the district decides not to amend the education record as requested by the parent or the eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of

personally identifiable information from education records such as an attorney, auditor, medical consultant or therapist, a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, the district may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

Adopted: 8/07  
Reviewed: 4/11; 4/12; 7/13; 10/14; 12/20  
Revised: 8/17; 10/23  
Related Policy: 505.6; 505.6-R; 505.6-E2-E7  
IASB Reference: 506.01-E(8)

**Policy 505.9  
Student Library Circulation Records**

Student library circulation records are designed to be used internally to assist in the orderly administration of the district libraries. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, authorized licensed employees, authorized government officials from the US Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents. Parents may not access records, without the student's permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It is the teacher-librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the district. If copies of documents are requested, a fee for such copying may be charged.

It is the responsibility of the superintendent, in conjunction with teachers or teacher-librarians, to develop administrative regulations regarding this policy.

Adopted: 9/98  
Reviewed: 4/11; 4/12; 7/13; 10/14; 11/17; 12/20; 10/23  
Related Policy: 505.6  
Legal Reference (Code of Iowa); §§ 22; 281 IAC 12.3(4)  
IASB Reference: 506.04  
*Mandatory Policy*

**Policy 602.23**

**Open Enrollment Transfers – Procedures as a Receiving District**

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow non-resident students who meet the legal requirements to open enroll into the school district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The school board will take action on the open enrollment request later than June 1<sup>st</sup> in the year preceding the first year desired for open enrollment. The superintendent [or designee] has authority to approve good cause applications in emergency or extenuating circumstances.

The superintendent [or designee] will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which they were suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met. The district reserves the right to deny continued open enrollment to any student who meets the definition of truant. The district will notify the truant student's parent or guardian and district of residence of the decision to deny enrollment in the future in accordance with applicable laws.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Students in grades 9 through 12 open enrolling into the school district will be eligible for participation in interscholastic athletics at the varsity level, in accordance with applicable laws.

Parents of students whose open enrollment requests are approved by the school board or superintendent [or designee] are responsible for providing transportation to and from the receiving school district without reimbursement.

A receiving district may send school vehicles into the sending district's boundaries to transport students to and from school in the receiving district if the total enrollment of the student's resident district is less than 2,000 students, the student's resident district is contiguous to the receiving district, and the student's resident district has sent school vehicles into the receiving district pursuant to Iowa Code ~~282.18(8)(b)(1)~~ 282.18(10)(b)(2).

An open enrollment request into the district from parents of a student receiving special education services is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The student receiving special education services will remain in the sending district until final determination is made. For students requiring special education, the receiving district will complete and provide to the resident district the documentation needed to seek Medicaid reimbursement for eligible services.

The policies of the school district will apply to students attending the school district under open enrollment.

It is the responsibility of the superintendent [or designee] to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Adopted: 3/99  
Reviewed: 1/10; 6/11; 6/12;10/13; 4/15; 1/18; 2/21  
Revised: 6/11; 9/21; 10/22; 2/24; 8/24  
Related Policy: 501.9-10; 602.2-3; 602.7; 602.24-26  
Legal Reference (Code of Iowa): §§ 139A.8; 274.1; 279.11; 281.1, .3, .8, .18; 299.1;  
281 IAC 17; 282.18(10)(b)(2)  
Iowa House File 2278; Iowa Senate File 2435  
IASB Reference: 501.15  
*Mandatory Policy*