


ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

October 4, 2006

TO: SPECIAL EDUCATION AND RELATED SERVICES
ADMINISTRATORS, STAFF AND TEACHERS

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR
SPECIAL EDUCATION 

SUBJECT: PARENTAL ACCESS TO STUDENT RECORDS

Following the guidelines provided below will prevent the unauthorized disclosure of personally identifiable information pertaining to children with disabilities.

In order to protect the confidentiality of special education student records, such records are centrally kept at Special Education Records located at the School District's Boniface Building, 5530 E Northern Lights Blvd. Such central location of our special education protects the confidentiality of special education student records collected, maintained, or used. **As of the 2004-2005 school year, a central list of parents seeking access to student special education records will be maintained at Boniface.** Special Education records are maintained at the direction of Diane Poage, Director of Related Services who is fully trained in all aspects of student record confidentiality.

When requested for access to records ~ staff can provide the following information to parents:

- Copies of a student's current IEP can also be located at a student's school within their cumulative file.
- Copies of a student's special education file can be located at Special Education Records at the Boniface Building.

The registrar or principal administrator at each school shares the following responsibilities with Special Education Records Office.

1. Respond to any request for inspection and review of an education record.
2. Respond to any request made for an explanation or interpretation of an education record.
3. Respond to any request made to amend an education record.
4. Obtain written and dated consent before disclosing personally identifiable information to unauthorized individuals.

5. Respond to any request to destroy an education record.
6. Keep a record of parties obtaining access to educational records (except parent and authorized employees of the district), including the name of the party, agency, affiliation, the date of access, and the purpose for which access was provided.
7. Maintain a current listing for public inspection of the names and positions of the employees who may have access to personally identifiable information.
8. Provide parent, on request, a list of the types and locations of education records collected, maintained, or used by the district.
9. Ensure that the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages is protected.
10. Ensure that if any educational record includes information on more than one child, the parent of those children shall have the right to inspect and review only the information relating to their child or to be informed of only that specific information.