Responsible Office: Department of Student Accounting

PURPOSE

This Administrative Procedure shall describe and define protocols related to disclosure of records for students who have reached the age of 18.

PROCEDURE

1. There are two possible scenarios for students who have reached the age of 18:
    a. Lives with parents: Students who still reside with their parents must have written parent permission to excuse their own absences. Parent permission must be kept on file in the student's attendance record. If a student who has been given permission by parents to excuse themself from school stops attending, they must be advised that they will be removed from the roll and then removed if the poor attendance continues. Parents must be notified that the student is abusing the privilege and standard attendance procedures would apply. Parents are also able to rescind the decision to allow students to write their own attendance notes.
    b. Does not live with parents: Students who do not live with their parents and have reached the age of 18 may write their own attendance notes once there has been verbal or written verification that the student no longer lives with parents. The verification must come from the parents. Students who do not attend who are 18, must be informed that they will be withdrawn for non-attendance and then withdrawn.
2. Parents of students who are 18 are entitled to educational records if they claimed the student on their previous years' income tax return regardless of if the student resides with them or not.
    a. Parents requesting records for a student aged 18 or over must submit tax returns as proof that they are entitled to the educational records.
    b. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access.

LEGAL REQUIRMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure aligns/complies with the governing documents of the district.
2. This Administrative Procedure aligns with the Federal Education Rights to Privacy Act (FERPA) specifically:
    a. 34 CFR PART 995, Section 99.31(a)(8) Prior Consent NotRequired for Disclosures to Parents of a Dependent Student.

b. 34 CFR subsection 99.31 (a)(8). The disclosure is to parents, as defined in § 99.3, of a dependent student, as defined in section152 of the Internal Revenue Code of 1986.

c. Section 152 of the Internal Revenue Code of 1986. (a) In general for purposes of this subtitle, the term "dependent" means; a qualifying child or a qualifying relative.

REVISION HISTORY

Date	Revision	Modification
05/12/2009	1.0	Adopted as Accepted Practice
12/12/2012	2.0	Revised Accepted Practice
12/05/2013	3.0	Revised: converted to Administrative Procedure
8/26/2021	4.0	Revised: to add that tax returns are required