



Child and Family File Parent Request for copy of Student's Education Records

APPROACH:

Parents have the right to inspect and review the child and family file, except as limited under OAR 581-021-0290. Parents are notified of this right on the parent page

Oregon Administrative Rules:

OAR 581-021-0270 – *Rights of Inspection and Review of Education Records*

PROCEDURES:

During regular school schedule:

Parents who would like to review their child's file during regularly scheduled days of center operations should contact the Site Manager and complete the Request of Child's Records form. If the Site Manager is not available the Head Teacher, Teacher, EHS Specialist or Family Advocate may assist the parent in filling out the written request form and submit it to the Site Manager.

- The Site Manager will date stamp and review the request to determine the parent's needs.
- If the parent is requesting attendance records only, they may be printed from the electronic file at the center level and given directly to the parent.
- If the parent is requesting additional records for review, the Site Manager has to check if the Education Coordinator is available at the main office, and forward the request to him/her. If the Education Coordinator is unavailable the Site Manager will forward the request to the IS/ERSEA Manager.
- Education Coordinator prints the requested documents and routes them for review, and approval to each Department Director or Manager.
- After approval from Department Managers/Directors, the Education Coordinator arranges with the parent receipt of the documents.

When Center is closed or child is no longer enrolled:

If the parent requests the review of his/her child's file during days when the center is closed (summer recess), the request has to be submitted at the Main Office reception desk, or the parent can call the front desk and request the mailing of the Request for Review of Child's Records form. Mailed request forms should be addressed to the attention of IS/ERSEA Manager

- When a completed request form is received at the main office reception desk, it will be date stamped by the staff member receiving it. It will then be forwarded to the IS/ERSEA Manager in his/her absence to the Education Coordinator.
- IS/ERSEA Manager determines what records can be reviewed by parent, and prints the requested documents and routes them for review and approval to each Department Director/Manager.
- After department directors'/managers' approval of documents, Education Coordinator will arrange with the parent receipt of the documents

Persons requesting child record review via mail will be required to show identification at the time of the file review.

The Education Coordinator will maintain an electronic tracking sheet with information on all parent file review or record requests, documenting date of request, list of documents provided, and date of request completion.

The Education Coordinator is responsible to ensure that all parent requests are handled in a timely manner, and approved documents are provided for the parent within 45 days of date of request.



Child's Name: _____ Date of Birth: _____

Name of person requesting records: _____

What is your relationship to the child: _____

Cell Phone: _____ Message Phone: _____

Which records do you need: (Some records may take up to 45 days to provide)

In order to ensure we provide you with the necessary records, please describe the reason for your request:

Signature

Date

Office Use Only:

Site Manager: _____ Date Rcvd _____

Records prepared by: _____ Date Rcvd _____

Date Records Provided _____ Method (i.e. fax, mail, in person) _____