

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>ADULT STUDENT RECORDS</p>	<p>D25.00 Revised June 1985 Page 1 of 1</p>
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**BOARD ADOPTED
PROCEDURE**

Identification

1. Definitions

- A. Adult Student – An adult student (The Family Educational Rights and Privacy Act uses the term, “eligible student”) is a student who:
- (1) Has attained the age of eighteen, or
 - (2) Is enrolled in a post-secondary school or institution, or
 - (3) Is married, or
 - (4) Is legally emancipated.

NOTE: In rare cases, a student living independently from parents, whose parents decline parental responsibility and who has NOT been legally emancipated may be considered an adult student, particularly if there is no means of communicating with a parent or guardian.

- B. Custodian of Records – A staff member who has been appointed by a principal, program manager, or other administrator as the person responsible for the maintenance and security of the records (see D26.00, Maintenance and Location of Student Records).
- C. Student Records/Educational Records – Individual student records or personally identifiable information regarding students that is/are recorded in any medium, including but not limited to computerized records and files, handwriting, print, tape, film, microfilm, or microfiche.

All references to student records encompass all the forms of data retention described above.

- D. Computerized or Electronic Records Data – Those records or personally identifiable information regarding students that have been collected and stored in a computer storage device or that are directly accessible via a computer terminal.

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2. An adult student may give consent for the release of his or her own student records.
3. An adult student has the right of access to his or her own records.
4. Parents of an adult student(s) have no right of access to the records of the student(s) and no right to consent to the release of such records unless the student(s) is claimed as a dependent student per the United States Internal Revenue Code of 1954.
5. An adult has the right to be informed of his or her rights under the Family Educational Rights and Privacy Act.
6. Unless specifically noted, the terms, "adult student," or "student age 18," may be substituted for the terms, "parent", or "guardian."

Procedures

1. Each building principal, program manager, or the designated Custodian of Records will determine the individual's adult student status based on the above definition.
2. Each building principal, program manager, or the designated Custodian of Records will comply with the appropriate instructions in this section.
3. Student records that are beyond the five (5) year retention period are sent to the Student Records Office where the student's transcript is microfilmed. (See D30.00 Disposition of Student Records).

Former Code H38.05, H 15.05

Former Code: H38.05