

LEA Model: Data Ownership and Access

{INSERT NAME OF LEA} Data Ownership and Access Policy

- A. [INSERT NAME OF LEA HERE] will require a signed and dated written request, which must include the person's name, address, phone number, student's name, student identification number (SID), school name in which their student is enrolled, relationship to the student, items requested for review, and reason for making the request.
- B. [INSERT NAME OF LEA HERE] will require proof of identity and relationship to the student before access to records is granted.
- C. Requests for access to any [INSERT NAME OF LEA HERE] secure materials will require a signed security/confidentiality agreement prior to inspection.
- D. Any proper request for access to inspect and review any personally identifiable data by the eligible student or the student's parents will be granted without unnecessary delay and no more than 45 days after the request is made and the right to access is established by proof of identity and a signed security/confidentiality agreement, if requesting secure materials.
- E. If any record includes data on more than one child, the parents shall be allowed to inspect and review only those records relevant to their child.
- F. Parents shall be provided a response to reasonable requests for explanation or interpretation of the data.
- G. Parents and students, when applicable, have the right to a due process hearing to challenge the content of their child's record or to ensure that the records are accurate and in no way violate the student's right to privacy.