

## **Annual Notice of Data Privacy Compliance**

- **What student information is collected?**

By law, the Kimball School District must collect school census information on all students if the parents reside in the Kimball School District. Census information includes: students and parent names, addresses, telephone numbers, school attended, grades, school transportation assignments and special education program assignments. Other information typically collected for public school students includes district wide testing data, subject marks, attendance, and in some instances, with approval, special tests or evaluation by professional staff.

Financial aid to the school district is based on census and other information sent to the Minnesota Department of Education.

- **Where is student information kept?**

While a student is enrolled in the Kimball School District, official records are kept in the student cumulative record folder. This folder holds official student records and other data school officials believe is needed to provide the best instructional services for each student. Census and related administrative information is kept in the district office.

- **Who may see student records?**

Access is limited to the following:

- 1) Parents or legal guardians who present proper identification
- 2) Students 18 and older who present proper identification
- 3) Staff members of the Kimball school district such as the principal, teachers, counselor, school social worker, nurse, and other authorized personnel
- 4) Other schools, upon request, when a student graduates, transfers or withdraws, unless otherwise restricted
- 5) Other third parties (employers, social agencies, law enforcement, etc.) may have access to records with written permission of adult students, parents, or legal guardians.

- **Exceptions:**

Directory information (name, address, school, birthdate, dates of attendance, awards, extracurricular information) is public information and may be released. A form for restricting this information may be obtained by calling the district office.

- **How long are records kept?**

Most records are destroyed when they are no longer needed by professional personnel to plan the most appropriate instructional programs for students. Many evaluative records are destroyed one year after the student leaves the school. Contents of the cumulative record folder (less the permanent records) are destroyed within five years of the time a student leaves the school system. However, a summary of census information, along with certain graduation reporting and

attendance data is converted to a permanent record when a student leaves the school system, as required by law. These permanent files are kept to fill requests for information from former students who need to verify school related information of their own.

- **What happens to the records when a student leaves the Kimball district?**

When a student leaves the school system (graduates, moves away, withdraws), contents of the cumulative record folder are forwarded to other school systems, colleges or vocational institutes at the student's request, unless the parent signs a form specifically directing the Kimball School District not to release information to other schools. This form may be obtained from the school at the time the student leaves. After the student leaves, the academic records and health form are forwarded to the school district's central office where these records are preserved.

- **What are your rights regarding student information?**

State and federal laws governing school records allow parents, legal guardians, and students 18 or older to examine and/or obtain copies of their records or those of their children upon proper identification. The law requires release of student information to a non-custodial parent. Exceptional circumstances should be referred to the district office.

- **You may challenge the accuracy of the record.**

You may request the school officials change your records. After consultation, school officials may decide to alter the record. If you disagree, you have the right to a hearing.

- **Whom should you contact regarding questions on record procedure?**

The superintendent is the person authorized by the district to receive concerns about student records, and may be contacted at the district office. Establishing safeguards to protect the rights of privacy may cause some delay in getting information to the source requesting it. However, the school district has an obligation to protect the right to privacy for all individuals.

The Kimball School District seeks your support and cooperation with these procedures. If you have any questions, please contact Superintendent Widvey at 320-398-7700, ext. 1332, or by email: [erik.widvey@kimball.k12.mn.us](mailto:erik.widvey@kimball.k12.mn.us).