



MEF INTERNATIONAL SCHOOL STUDENT RECORDS PROCEDURES

STATEMENT OF AIM

To provide clarification and outline boundaries for the dissemination of official school documentation.

RATIONALE

MEF IS Board Policy mandates that the proper information will be collected in the cumulative record which will be both electronic and hard copy folders.

PROCEDURES

The following MEF IS Student Records procedures will be used in maintaining the cumulative record and disseminating student records:

Admission Information -- Which includes official administrative records that constitute the minimum personal data necessary for operating the educational system. It includes identifying information, academic work completed, grades or learning benchmarks, standardized test results, attendance records, passport information as well as health data, family background information, and systematically gathered School official ratings and observations, verified reports of serious or recurrent behaviour patterns when applicable.

Of Education:

- Parents and students have the right to inspect and review the student's education records maintained by the school.
- Schools are not required to provide more than 1 official copy of academic records such as report cards and diplomas, unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.
- Schools may charge a fee for additional official copies which are photocopies of the original document sealed and signed by authority.
- Student exams are considered official documents and are subject to inspection by the Ministry of Education. Exam papers are to be kept in storage for a period of three years. The exams will not be photographed, sent home, copied or distributed to students.
- Students have a right to review their exam papers at school; parents who wish to review a student paper, should request the document in writing. If approved, a parent can see a student paper or examination in an administrator's office with the administration present.
- Parents or students have the right to request that the school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or student then

has the right to a formal hearing arranged by the school principal. At the hearing, the principal may invite objective third parties to be present. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent and student in order to release any information from a student's education record; however, schools can legally disclose records, without consent, to the following parties or under the following conditions:
 - school officials with legitimate educational interest;
 - other schools to which a student is transferring;
 - specified officials for audit or evaluation purposes;
 - appropriate parties in connection with financial aid to a student;
 - organizations conducting certain studies for or on behalf of the school;
 - accrediting organizations;
 - to comply with a judicial order or lawfully issued subpoena;
 - appropriate officials in cases of health and safety emergencies; and
 - state and local authorities, within a juvenile justice system, pursuant to specific law.

The law provides that the institution will maintain the confidentiality of student education records.

At its discretion, the school may provide directory information. Students may withhold directory information by notifying the school administration in writing within two weeks after the first day of class for any given term.

Of Discipline Sanctions:

- All records of disciplinary action shall remain confidential.
- Disciplinary records shall be maintained in the office as part of the student record until graduation, after which all student records are maintained by the principal in the archives.
- The student record shall be released only to the parent/guardian or as specified by the court with a court order or subpoena. Minutes of the proceedings are not considered student records.
- Minutes shall be released only by a court order or subpoena.
- Records of disciplinary sanctions are maintained as follows:
 - a. All records of disciplinary action will remain in the student record until the student graduates or transfers to another school.
 - b. Records of disciplinary sanctions can be accessed by the school principal, discipline committee chair, school counselor, and the HOS.
 - c. Records of disciplinary sanctions including disciplinary probation, suspension, or expulsion will remain in the student record maintained by MEF International School permanently.

Document History		
Date	Details	Responsible
June 2015	Policy created	Figen Sonmez
May 2022	Policy updated	Nicole Roman-Incel