

POLICY	BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND
STUDENT EDUCATION RECORDS	POLICY 421

Purpose:

The Board of Education (Board) adheres to the provisions of federal and state law as it relates to maintaining official student records and outlines its expectations accordingly.

421 Student Records

Student records maintained by the school system are to be kept confidential in accordance with state and federal law. Access to these records may be granted for the purpose of serving legitimate and recognized educational purposes as outlined in law and as defined by school system FCPS Regulation 400-20 *Student Records*.

Each school is required to maintain an official record of each student, which includes the legal name of the student and birth gender. Official student records can be modified as stipulated under Maryland law ¹ and/or in accordance with Maryland State Department of Education (MSDE) guidelines.

Legal Reference	COMAR 13A.08.02 "Student Records"		
	Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232		
	§4-211(f), General Article, <i>Annotated Code of Maryland</i>		
Source Document	<i>Maryland Student Records System Manual</i> , Maryland State Department of Education		
	FCPS Regulation 400-20 <i>Student Records</i>		
Policy History	Reviewed: 2018	Adopted: 10/11/06	Revised: 6/27/18

¹ §4-211(f), General Article, *Annotated Code of Maryland*