

415.04 ADMINISTRATIVE GUIDELINES STUDENT GRADING AND POSTING OF GRADES

415.04.1 Consent Form:

I grant the faculty name of the above named school permission to post all grades and scores earned by the identified student on examinations and on written materials, including the final course grade during the current school year. I understand that these grades and scores will not be posted under the student's name but by the 5 digit number I submit below. (Students are urged not to use a number that is derived from their student number, social security number, telephone number, birth date or other number that is easily identified with them).

415.04.2 Posting Grades

Teachers should post grades using the identifier that each student has chosen. Grades should not be posted in alphabetical order or in any other recognizable order. Teachers should consider adding "fictitious students" to the posted list in order to eliminate the possibility of identifying students by "process of elimination". Even if the posting is completely anonymous, only the grades for students who have given written consent may be posted.

415.04.3 Other Means of Distributing Grades

Grades may be mailed or otherwise distributed to students and/or their parents or guardians as long as the student's confidentiality is protected. If grades are to be mailed, they should be enclosed in a sealed envelope, not written on a postcard. In general, grades should not be given over the telephone or via email. Faculty members are urged to take reasonable precautions during conferences or other occasions when they are referring to their grades books in a public setting

Grade Posting Consent

- Yes The faculty of the above-named school may post all grades and scores earned by the identified student on examinations or other evaluations, including the final course grade during the school year. These grades will be posted using a 5-digit number assigned by the teacher.
- No DO NOT post any grades or scores for my student.

Directory Data Information Release

The school district has been informed that student directory information **MUST** be made available to any outside party upon their request unless the parent or guardian indicate they do not wish to have this information released. We call this to your attention because unless you direct us not to we may be releasing the following information about your child if it is requested by any outside agency:

- 1.) Student's Name
- 2.) Student's Major Field of Study
- 3.) Student's Participation In Officially Recognized Activities Or Sports
- 4.) Student's Weight or Height If A Member Of An Athletic Team
- 5.) Student's Dates Of Attendance
- 6.) Student's Degrees And Awards
- 7.) Name Of The Most Recent School Previously Attended By The Student
- 8.) Student's Photograph

Please check the appropriate item for Directory Data Information Release. If you do not check an item, or do not sign this form, it will indicate that you do not wish to declare any restrictions on the release of directory data.

Directory data may be released

Directory information may be used only for school purposes such as annuals, athletic and other printed programs or other areas directly related to school activities.

No directory information shall be released for any reason.

MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER LEARNING ACCESS TO STUDENT INFORMATION

Federal law requires local school districts to provide military recruiters and institutions of higher learning (IHE) access to secondary students' names, addresses and telephone listings. The student or parent may request the information not be released.

- YES NO The school district may release my student's name, address, telephone listing to institutions of higher learning.
- YES NO The school district may release my student's name, address, telephone listing to military recruiters.

Signatures below apply to both page 1 and page 2 of this form. This release form will remain in effect until the student's school building assignment changes or the School District is notified otherwise.

Student Signature (Grades 4 -12)

Date

ID number

(Signature of Parent, Guardian or Eligible Student)

(Date)

This form will be kept on file in the building office.
Revised 4/22/02, 10/25/04

