

Intradistrict Communication

DATE: September 30, 2021

TO: Building Principals
Administrative Assistants
Secondary Attendance Office Staff
Secondary Registrars

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Revision to Policy AS61 – Student Records and Transcripts

A revision to Policy AS61 - Student Records and Transcripts, was approved last night by the Board of Education. The text of the revision is attached to this memo. The change brings the policy into compliance with the requirements of FERPA and Utah law. Specifically, a non-custodial parent may now be added to Skyward as Family 2 and granted their own login and password to access grade information. Family 1 does not have the legal ability to consent to or approve this access. Schools must verify the identity of the individual requesting to be added as Family 2 and confirm their parental rights. This verification can be done through the student's birth certificate and/or through court orders that confirm that the individual holds these rights.

Schools may elect to notify Family 1 when an individual with parental rights requests their access as Family 2 as a courtesy and to verify that there are not any updates to court orders that would prevent the access from being granted.