



ADMINISTRATIVE PROCEDURE 6220 AGE OF MAJORITY (18 Year-Olds)

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe and define protocols related to disclosure of records for students who have reached the age of 18.

PROCEDURE

1. There are two possible scenarios for students who have reached the age of 18:
 - a. Lives with parents: Students who still reside with their parents must have written parent permission to excuse their own absences. Parent permission must be kept on file in the student's attendance record. If a student who has been given permission by parents to excuse himself from school stops attending, he must be advised that he will be removed from the roll and then removed if the poor attendance continues. Parents must be notified that the student is abusing the privilege and standard attendance procedures would apply. Parents are also able to rescind the decision to allow students to write their own attendance notes.
 - b. Does not live with parents: Students who do not live with their parents and have reached the age of 18 may write their own attendance notes once there has been verbal or written verification that the student no longer lives with parents. The verification must come from the parents. Students who do not attend who are 18, must be informed that they will be withdrawn for non-attendance and then withdrawn.
2. Parents of students who are 18 are entitled to educational records if they claimed the student on their previous years' income tax return regardless if the student resides with them or not.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to give guidance to staff regarding attendance and other educational records for students who have reached the age of 18.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with the Federal Education Rights to Privacy Act (FERPA) specifically: 34 CFR PART 995, Section 99.31(a)(8) Prior Consent Not Required for Disclosures to Parents of a Dependent Student.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

Date	Revision	Modification
05/12/2009	1.0	Adopted as Accepted Practice
12/12/2012	2.0	Revised Accepted Practice
12/05/2013	3.0	Revised: converted to Administrative Procedure