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3 **STUDENTS**

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5 Student Records

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7 The District will maintain those student records necessary for the educational guidance and/or
8 welfare of students, for orderly and official operation of the school, and as required by law. All
9 information related to individual students will be treated in a confidential manner. Student
10 records are the property of the District but are available in a timely manner to students and
11 parents. A parent or an adult student at least eighteen (18) years of age may challenge any
12 information in a student record, if they believe it to be inaccurate, misleading, or in violation of
13 privacy or other rights of the student.

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15 Student records will be forwarded to other school agencies, on request. Parental consent will be
16 required before the District may release student records other than to a school agency, except as
17 otherwise stated. An adult student may request his/her own records.

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19 A grade report, transcript, or diploma will not be released until a student has made restitution for
20 damages assessed as a result of losing or damaging school materials or equipment.

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22 The Superintendent will establish procedures governing content, management, and control of
23 student records.

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25 The following information about a student and the student's parents will be collected on
26 enrollment:

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28 1. Basic information about the student and his/her family;
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30 2. Alternative records;
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32 3. Grades or progress reports;
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34 4. Health information;
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36 5. Records on achievement in basic skills;
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38 6. Results of intelligence, aptitude, and interest tests;
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40 7. Special individual test results on pupils with special needs.

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42 All student records will be kept under lock and key. All permanent records will be kept in a
43 fireproof safe or vault. Permanent records will include names of parents or guardians, student
44 address, birth date, academic work completed, level of achievement (grades, standardized
45 achievement test scores), scores on aptitude tests, and attendance data.

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4 Types of Records
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6 Student records are of two (2) types: the cumulative folder and supplementary records. The
7 cumulative folder contains identifying information (name, birth date, sex, year in school, address,
8 telephone number, parents' place of employment, family doctor, babysitter, siblings), attendance
9 records, grades and other student progress reports, results from school achievement tests,
10 immunization status reports, records of school accomplishments and school activities, verified
11 reports of misconduct, including a record of discipline taken; other information needed to enable
12 staff to counsel the student and plan appropriate activities; and current reports of psychological
13 tests and progress reports related to a student's handicapping condition.
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15 Supplemental records include those of special school concerns, such as current referral form,
16 permission for evaluation, child study team report and accompanying data, individualized
17 education program (IEP), and permission for program placement. All such reports included in
18 records will be dated and signed.
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20 Working notes of staff regarding students, maintained in the sole possession of the writer and not
21 accessible or revealed to other persons except a substitute for that staff member, are not
22 considered student records within the purview of these regulations and procedures.
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24 Accessibility of Student Records
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26 Information in cumulative and/or supplementary records will be provided to persons and
27 agencies, as follows:
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29 **Parents**
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31 Parents of dependent children have the right to inspect the cumulative folder and/or
32 supplementary records of their children. (*Form: Request to Gain Access to Student Records.*)
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- 34 1. The parent will be provided with analysis and interpretation, by qualified staff, of all
35 information in the cumulative folder and supplementary records. This action may be
36 initiated by the parent or a staff member. The review will occur within five (5) school
37 days after a request is received, unless a written explanation is given. In no case will the
38 review occur later than forty-five (45) days after the request is made.
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- 40 2. Inspection and review will be conducted during normal working hours, unless the
41 administrator/teacher consents to other arrangements. The staff will provide assistance as
42 needed in interpretation and analysis of student records. Records must remain within
43 District control, but copies can be made for the parent or eligible student at their own
44 expense.
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4 **The Student**
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6 Information from the cumulative folder will be interpreted to the student, on his/her request.
7 Information contained in supplementary records requires the parent's consent before
8 interpretation. An adult student may inspect his/her cumulative folder and supplementary
9 records. The right of access granted parents and adult students includes the right to be provided a
10 list of the types of education records maintained by the school and directly related to students.
11 Both will have the right to inspect or to be informed of the content of any record containing
12 personally identifiable information regarding more than one (1) student, provided that access will
13 apply only to that portion of the record related to the student.
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15 **Staff**
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17 Staff with a legitimate, educational interest in a student will have access to the cumulative folder
18 and any supplementary records.
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20 **Other Districts**
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22 Other districts will be provided records, on official request from the district. At the time of
23 transfer of the records, the parent or adult student may receive a copy of the records at his/her
24 own expense. If requested, they will have opportunity to challenge the contents of the records.
25 Parents will be advised that student records will be released to another school in which the
26 student has enrolled or intends to enroll.
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28 **Other Persons and Organizations**
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30 Information in the cumulative folder and supplementary records of a student will be released to
31 persons and organizations other than the student, parent, staff, and other districts only with
32 written consent of the parent or adult student (*Form: Consent to Release Student Records*), with
33 the following exceptions:
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- 35 1. Directory information may be publicly released without consent, if a parent or adult
36 student is notified annually of the school's intention to release such information and they
37 can request the opportunity to give consent. Such information will not be released for
38 commercial purposes. Directory information is defined as the student's name, address,
39 telephone number, date and place of birth, dates of attendance, participation in school
40 activities and sports, weight and height of members of athletic teams, dates of attendance,
41 diplomas and awards received, and the most recent previous school attended.
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- 43 2. Information may be released to federal and state department of education officials in
44 connection with audit and evaluation of federally supported education programs or in
45 connection with enforcement of federal requirements for such programs.

3. Information may be released to state and local officials to whom such information is specifically required to be reported or disclosed.
4. Information may be released to organizations conducting studies for educational agencies for the purpose of developing, validating, or administering predictive tests or improving instruction, if no personal identification of students or parents is provided, and information given is destroyed when no longer needed.
5. Information may be released in compliance with judicial order or lawfully issued subpoena, on condition the parent or adult be notified of such compliance.
6. Information may be released to appropriate persons and agencies in connection with an emergency, to protect the health and safety of a student or other persons.

When information from a student's record, other than directory information, is released to any person or organization other than staff, a record of access will be maintained as part of the student's record. Telephone requests will not be honored, unless the caller is known and authorized to receive such information. The record of access will include date of access, name of party granted access, and the legitimate educational interest of the party granted access (*Form: Record of Access to Student Records*).

Challenges and Hearings

Schools will inform the parent or adult student of his/her rights regarding student records by providing notice of the following:

1. Types of records maintained;
2. Name of administrator;
3. Other persons having access and purpose of access;
4. Inspection, review, challenge, and hearing rights.

At the time of inspection or review, if a parent or adult student challenges the contents, administrators may, provided the principal concurs, honor such demand for correction by changing or deleting records which are misleading, violate privacy, or are inaccurate.

If the principal denies the change, the parent or adult student may request an informal hearing before the Superintendent, to be held within ten (10) school days of receipt of the request. During the hearing the Superintendent will review the facts as presented by the parent or adult student and administration/staff and decide whether or not to make the change. A written

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4 decision must be sent to the parent or adult student within ten (10) school days of the hearing.
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6 Upon the Superintendent's denial, the parent or adult student may request, in writing, a hearing
7 before the Board, to be conducted at the next regular meeting. In closed session, the Board will
8 review the facts as presented by the parent or adult student and principal and decide whether or
9 not to order the correction or deletion. The Board will send its written decision to the parent or
10 adult student within ten (10) school days of the hearing. Parents or adult students who challenge
11 student records may insert a written explanation of their objections.
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13 **Maintenance of Student Records**

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15 The student's principal, teacher, or counselor will be the custodian of the student's cumulative
16 folder. The principal and counselor will be the custodian of supplementary records. Duplicate
17 copies of all guidance case study reports and reports from non-school agencies, contained in a
18 student's supplementary record, may be maintained in the District office under supervision of the
19 Superintendent. All custodians will:

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21 1. Maintain only those records authorized;
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23 2. Safeguard student records and keep them in a fireproof file cabinet;
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25 3. Maintain access records;
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27 4. Honor access requests for parents or adult students;
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29 5. Correct or delete records with approval of the principal or on order of the Superintendent
30 or the Board;
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32 6. Follow the records review schedule and procedures established by the principal.
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34 Principals may assume duties of custodians and will:

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36 1. Request student records from other schools;
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38 2. Maintain security of student records;
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40 3. Transfer, destroy, and expunge records as permitted;
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42 4. Supervise activities of their custodians;
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44 5. Conduct informal hearings and grant or deny approval of corrections or deletions
45 requested by parents or adult students;

