

Student Records

Student records shall be maintained in the school district to assist school personnel in providing appropriate educational experiences for each child in the district. Student records shall include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available to persons involved in the psychological treatment of a student.

The school board recognizes the need for confidentiality of student records. Therefore, student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval. The superintendent or his/her designee, shall be responsible for the collection, maintenance and dissemination of student records in accordance with the Family Education Rights and Privacy Act and state law.

The school district shall post in each school facility the list of school staff authorized to handle student records, including the routing, filing and completion of behavioral and progress records information.

Student record notices shall be published in accordance with state law.

Approved: November 28, 1988

Reviewed by Board: November 28, 2005