

STUDENT RECORDS AND ACCESS PROCEDURES

These records should be held in accordance with following procedures:

CUMULATIVE RECORDS

The student's cumulative record follows a student through the school years and remains the record of education experience after the student leaves school. Care should be taken to keep the cumulative record accurate, neat, clean, up-to-date, and safe. Each year under the principal's direction, the teacher or counselor should purge the record of all out-of-date and unnecessary material.

SPECIAL EDUCATION STUDENT RECORDS

Records for students identified as "Special Education" will be maintained in accordance with all appropriate federal and state regulations. Access to these records will be restricted to personnel having specific responsibility in this area. A list of all approved personnel having access to these restricted files will be updated as needed and a current/dated list is to be posted in the student records location.

ACCESS TO RECORDS

The parent or legal guardian of a student will have access to these records upon written request to the office of the principal, which maintains student records within each school.

The parent or legal guardian will, upon written request to the office of the principal, have the opportunity to receive an interpretation of the records, have the right to question the data, and if a difference of opinion is noted, will be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

School personnel having access to student data are defined as "any person or persons under contract to the school and directly involved in working toward either the affective or cognitive goals of the school".

A sign-in log will be maintained for each student record. The sign-in log process will be developed in such a way that each person signing in will not see the names of the other people who have reviewed the record in question.

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RIGHTS OF NONCUSTODIAL PARENTS

Unless precluded by a legally binding document (evidence to be provided by the custodial parent), a noncustodial parent will have access to a student's records. In the case of joint custody, each parent will be granted access.

Adopted: December 16, 2003