

# Rules that govern access

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of each school  
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school**

- ✓ The principal of each school is the legal custodian of all student records for that school.
  - Cumulative record folders for all students will be kept in each school office.
    - » The educational records or school records include all materials directly related to a student that a school maintains.
    - » Records and notes maintained by a teacher, administrator, school physician or school psychologist for his/her own use, and which are not available to others, are exempted from this definition.
  - The principal will
    - » maintain juvenile criminal records and information provided by the department of youth services in accordance with this policy and applicable district procedures
    - » destroy such juvenile criminal records upon the juvenile's completion of secondary school, or when the juvenile reaches 21 years of age, whichever occurs earlier.
- ✓ Students and parents will have access to their school records.
- ✓ Parents may inspect and copy these records by contacting the school principal and showing proof of guardianship.
- ✓ Parents have a right to ask the principal for an interpretation of records.
- ✓ Parents have the right to challenge data thought to be erroneous, to challenge the procedures for expunging such data or to challenge inserting a rebuttal statement.
- ✓ Parents have the right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.