

Rules that govern access

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- ✓ 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.

- The school will require prior written consent before records may be divulged to third parties.
 - Exceptions to this rule exist for
 - » school district employees who have legitimate interests in viewing the records,
 - » officials in other schools in which the student seek to enroll, although at the time of transfer, parents may review the material,
 - » military recruiters who seek student contact information,
 - » material under court order, although parents must be notified of the order,
 - » state and national educational organizations that require student data for confidential research and statistical purposes are also exempted from the parental consent prerequisite.
- ✓ The district, with certain exceptions, may disclose directory information, which may include names, addresses, telephone listings and dates of birth, without first obtaining written parental permission.
- ✓ Special education records for each child with a disability are maintained by our district until no longer needed to provide educational services to the child. **Please note:** Special education records for each child will be destroyed five years after program completion or graduation from high school, unless the student or the student's legal guardian has taken possession of the records before that time.