

STUDENT RECORDS

The school district desires to comply with the requirements of the Family Educational Rights and Privacy Act of 1974 which guarantees to parents and students the right to access education records and imposes limits upon the release of education records to others.

“Educational records” (as defined below) will be maintained for each student. Access to these records will be permitted only to the parents, legal guardian, authorized school personnel and other persons or organizations as permitted under the Act for educational purposes.

Access by other persons will be granted only through written permission from the parent or guardian or in response to a lawfully issued subpoena. A record of each time a person accesses a student’s educational record will also be maintained in the permanent records of the student.

Parents have a right to inspect the education records of their children, within a reasonable period of time after a request is made, but not longer than forty-five (45) days shall elapse between the request and the inspection. A parent will be provided an opportunity to challenge the contents of the education records in a conference with the principal. If no resolution results from the conference, a parent may request a hearing before an administrative employee and prepare a written statement for inclusion in the record of their children.

“Directory information” (on page 2) relating to students may be released or published from time to time without the specific consent of parents or legal guardian. If a parent does not wish to have certain directory information relating to a child made public, then the parent will be allowed an opportunity to have the information deleted from the school publication intended.

CUMULATIVE FOLDERS

The cumulative folders provided for above shall be kept in the school wherein the pupils are in attendance. Both the permanent records and the cumulative folders shall be available for inspection by public and private school officials, including public school teachers within the school district who have been determined by the school district to have legitimate educational interests. In no case, however, shall such records be available to the general public. Transcripts of courses and grades may be furnished when requested by the parent or guardian or eligible pupil as prescribed in the Family Educational Rights and Privacy Act of 1974, as amended, 20 USC Section 1232. The records shall be kept for each pupil throughout his entire public school enrollment period.

In the event a pupil transfers to a public school, then the cumulative folder shall be furnished to the head of the school to which the pupil transfers; if a pupil transfers to a private school, then a copy of the cumulative folder shall be furnished to the head of the school to which the pupil transfers. The permanent record shall be kept permanently by the school district from which the pupil transferred. At no time may a permanent record of a student be destroyed, but cumulative folders may be destroyed by order of the school board of this school district in not less than five (5) years after the permanent record of the pupil has become inactive and has been transferred to the central depository of the district. However, where a school district makes complete copies of inactive permanent records on photographic film, microfilm, or any other acceptable form of medium for storage which may be reproduced as needed, the permanent records may be destroyed after the photographic film or microfilm copy has been stored in the central depository of the district.

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7. Original of school board's orders after such orders have been recorded in the minute book
8. Canceled bonds and coupons
9. Tax collector's reports of tax collection to superintendent of schools or the administrative superintendent
10. Transportation records.

b. After three (3) years:

1. Teacher contracts, computed from the expiration date thereof
2. Bus purchase documents
3. Teachers' registers (at)2(</MCIDo.10(eCIDopa4(or)7()7(eg)10(it)2(s)4(12and)10(cf)2