

*Student Records*

The Board recognizes its responsibility for the collection, retention, disposition and security of student records. The Board further recognizes its duty to maintain the confidentiality of such records as required by law.

Parents/Guardians and eligible students, as defined in the accompanying Administrative Regulation, shall be notified upon initial enrollment and annually thereafter of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose primary language is other than English.

In accordance with law, each District teacher shall prepare and maintain a record of the work and progress of each student.

The Superintendent or designee shall develop Administrative Regulations consistent with this Policy, which shall be approved by the Board prior to going into effect. Any changes to the Administrative Regulations, except for minor editorial revisions, shall be approved by the Board. Minor editorial revisions shall be submitted to the Board but do not require Board approval. The Administrative Regulations shall meet the requirements of all state and federal statutes and regulations and provide for the following:

1. Informing parents/guardians and eligible students of their rights and the procedures to implement those rights concerning student records;
2. Permitting legally required access by authorized persons and officials, describing procedures for access, and listing copying fees;
3. Enumerating and defining the types, locations and persons responsible for student records maintained by the District;
4. Establishing guidelines for disclosure of information and data in student records;
5. Maintaining a record of access and release of information for each student's records;
6. Assuring appropriate retention and security of student records; and
7. Transferring education records and legally required disciplinary records to other K-12 educational entities and post-secondary educational entities, with the understanding that the District will not disclose disciplinary records to post-secondary schools.

Cross References: Board Policy and Administrative Regulation 8210 (Records Management); Board Policy and Administrative Regulation 5121 (Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers)

Adopted: April 14, 1975  
Revised: September 26, 1994  
Revised: August 22, 2005  
Revised: June 17, 2013  
Revised: January 22, 2018  
Reviewed: September 3, 2024