

STUDENT RECORDS

Student records shall be maintained in the interest of students to assist the school in providing appropriate education experiences. All records relating to individual students shall be maintained by the building principal or his / her designee.

Content of Student Records

Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available only to persons involved in the psychological treatment of a student.

- (a) Progress Records
Progress records maintained by the school include a statement of courses taken by the student, the student's grades, the student's extra curricular activities and the student's attendance records.
- (b) Behavioral Records
Behavioral records maintained by the school include all student records other than directory data or progress records.
- (c) Directory Data
Directory data means those student records which include the student's name, address, phone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic members, dates of attendance, photographs, degrees and awards received and the name of the school most recently / previously attended by the student.

Confidentiality of Student Records

1. All student progress and behavioral records shall be confidential, with the following exceptions:
 - (a) A student or the parent / guardian of a minor student, shall upon request, be shown and provided with a copy of the student's progress records.
 - (b) An adult student or the parent / guardian of a minor student shall upon request, be shown, in the presence of a person qualified to explain and interpret the records, the student's behavioral records. Such student or parent / guardian shall, upon request, be provided with a copy of the behavioral records.
 - (c) The judge or any court of this state or of the United States shall, upon request, be provided by the school district clerk with a copy of all progress records of a student who is the subject of any proceeding in such court.
 - (d) Student records may be made available to persons employed in the school which the student attends who are required by the Department of Public Instruction to hold a certificate, license or permit.
 - (e) Upon the written permission of an adult student, or the parent / guardian of a minor student, the school shall make available to the person named in the permission the student's progress records or such portions of his / her behavioral records as determined by the persons authorizing the release.

STUDENT RECORDS (cont.)

- (f) Student records shall be provided to a court in response to subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency.
 - (g) The school board may provide the department or any public officer with any information required under chapters 115 121. Notwithstanding their confidentiality, student records may be used in suspension and expulsion proceedings and by the multidisciplinary team.
 - (h) Information from school health records shall be made available to state and local health officers to carry out immunization requirements.
 - (i) The district board of the VTAE district shall, upon request, be provided by the school district clerk with the names of students who withdraw from school prior to graduation.
 - (j) The school district clerk, upon request, shall provide any representative of a law enforcement agency, district attorney or corporation counsel, county department under section 46.215, 46.22 or 46.23 or a court of record or municipal court with such information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance or to respond to a health or safety emergency.
2. Directory Data may be disclosed to anyone after the following notice has been given.
- (a) A notice shall be published annually in the district newsletter specifying the type of student information that is considered directory data. Parent and guardians shall be allowed 14 days thereafter to inform the school that all or any part of the directory data may not be released without prior consent of the parent / guardian. If no such response is made, the designated directory data shall be considered public information.

The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at that school. All requests for inspection or for transfer should be directed to the building principal, or his / her designee, who will determine if the inspection or transfer is permitted under this policy. The building principal, or his / her designee, shall be present to interpret behavioral records when inspection is made. Upon transfer of student records to the central administrative office, these duties shall be assumed by the district administrator, or his / her designee.

Disposal of Student Records

1. Progress Record: When a student ceases to attend school in the District and does not enroll in another school or school district to which the student's Permanent Record should be forwarded, the progress record (Permanent Record) shall be kept for a period of seven years, after which it shall be stored electronically or saved in its original form and kept for an additional forty-three years. The District shall retain written notices and requests for transfers of student records for at least five years after the student ceases to be enrolled.
2. Behavioral Records: All behavioral records will be disposed of within one year after the student leaves the School District, unless the District receives written request by the parent, legal guardian or adult student that such behavioral records be preserved. In such cases, behavioral records will be kept for a period of seven years.

STUDENT RECORDS (cont.)

3. Transfer of Records: Student records relating to a specific student shall be transferred to another school district upon receipt of written notice from an adult student or the parent / guardian of a minor student that the student intends to enroll in a school in another school district; upon written notice from the other school district that the student has enrolled; or, from a court that legal custody of the student has been transferred to the Department of Health and Social Services for placement in a juvenile correctional facility.

Approved: November 12, 1974

Revised: February 24, 2020