

FINANCE

Policy 605.3 (previously 805.3)

Student Records

Accurate records shall be maintained for all students attending the district's schools. All such records will be preserved, either in original form or on microfilm, as may be prescribed by law and district regulation (see 505.1 and 515.5 (previously 605.5)).

Student record data are designed to promote the welfare of the students. When parents and students fill out forms and give personal information about themselves, they have a right to expect that such information will be used in a professional manner and in the best interests of the students.

Parent(s) or guardian(s) of minor students have the right of access to most information about their children in school record-keeping systems. Minor students accompanied by parent(s) or guardian(s), adult students of the school and their parents, and former students of adult age (18 years or older) have the same right of access to information about themselves.

Appropriate school personnel have the right to view student records. Those other than appropriate school personnel may view or obtain copies of student records only after securing parental or adult student permission, or under court order or subpoena.

Parents, legal guardians, or adult students may challenge the content of these records to correct or amend alleged inaccuracies.

Surveys, questionnaires, and study proposals submitted to the school by outside organizations or individuals must be referred to the Superintendent of Schools for review, recommendation, and coordination.