

CODE: JRA
POLICY

STUDENT RECORDS

An accurate cumulative record shall be maintained for every child enrolled in the schools of this district. Data in the cumulative record shall be factual and objective. The cumulative records shall be limited to identifying data, academic work completed, level of achievement, attendance data, health data, standardized test scores, disciplinary records involving suspension or expulsion, and family information.

Parent shall have an opportunity for a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

Access to a student's cumulative record shall be limited to authorized school personnel, eligible students, parents and legal guardians of the student. Any other access will require a subpoena or the written permission of the parent or legal guardian.

Whenever a student has attained eighteen years of age, or is attending an institution of post secondary education, the permission or consent required of the rights accorded the parents of the student shall be accorded to the student.

District officials will forward transcripts and disciplinary records involving suspension or expulsion from the cumulative record upon the request of a bona fide educational institution with whom the student intends or is instructed to enroll, or upon the request of a parent, legal guardian, or the student if he/she has attained eighteen years of age or is attending an institution of post secondary education.

With the exception of the high school transcript, high school grade reports, and attendance records, all material in the student cumulative record shall be destroyed five years after the student has or would have completed the 12th grade in the school district.

REVISED POLICY

REVISION DATE: FEBRUARY 11, 2004

REVIEW DATE: FEBRUARY 13, 2013