

STUDENT RECORDS

Progress Records maintained by the school include a statement of courses taken by the student, the student's grades, extracurricular activities, attendance record, and immunization records.

Behavioral Records maintained by the school include all records other than progress records.

1. General: Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences.
2. Content: Student records include all records relating to an individual student other than notes or records maintained for personal uses by teachers or other certified personnel who are not available to others, and records necessary for and available only to persons involved in psychological treatment of students.
3. Confidentiality: All student records are confidential, with the following exceptions:
 - A. A pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown and provided with a copy of the pupil's progress record.
 - B. An adult pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the pupil's behavioral records. Such pupil or parent or guardian shall, upon request, be provided with a copy of the behavioral records.
 - C. The judge of 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 pupil who is the subject of any proceeding in such court.
 - D. Pupil records may be made available to persons employed in the school which the pupil attends who are required by the Department of Public Instruction under S. 115.28(7) to hold a certificate, license, or permit.
 - E. Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, the school shall make available to the person named in the permission form the pupil's progress records or such portions of his the behavioral records as determined by the person authorizing the release.
 - F. Pupil records shall be provided to a court in response to a 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 of Public Instruction or any public officer with any information required under Chapters 115 to 121.

Notwithstanding their confidential status, a student record may be used in suspension and expulsion proceedings and by the multidisciplinary team under chapter 115 of the statutes.

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 to another school or school district should be directed to the building principal or designee, who will then determine whether inspection or transfer is permitted under this policy. The building principal or designee shall be present to interpret behavioral records when inspection is made under paragraph (3) (b).

Upon the absence of the building principal, these duties may be assumed by the school district administrator or designee.

4. Maintenance and destruction of records: While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the district, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the district, his or her records will be maintained by the school last attended by the student. When the student ceases to be enrolled, records shall be maintained as follows:

A. All behavioral records will be destroyed one year after the date the student graduated from or last attended the school, unless the student (and his/her parent or guardian if the student is a minor) gives permission that the records may be maintained for a longer period of time.

Where such written permission is received, behavioral records will be destroyed (35) years after the date the student graduated from or last attended the school.

B. Progress records will be destroyed (35) years after the student ceases to be enrolled in the school district.

C. Seven years after the student ceases to be enrolled in the school system, all progress records, and all behavioral records not previously destroyed, may be maintained on microfilm.

5. 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 or guardian of a minor student that the student intends to enroll in the other school or school district, or upon written notice from the other school or school district that the student has enrolled.

Adopted:	January 10, 1977
Revised:	September 11, 1990; April 14, 2014

Legal
References: