

Students

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. State and federal laws grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. All requests for student records will be directed to the student's home school district.

The Executive Director shall implement this policy with administrative procedures. The Executive Director shall also designate a *records custodian* who shall maintain student records. The Executive Director or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

ADOPTED: March 21, 2000