

STUDENTS

Series 500

Policy Title: STUDENT RECORDS

Code No. 506

The Superintendent of Schools is responsible to initiate and maintain a complete individual permanent record for each student. The school board secretary shall be the board's authorized deputy of the records and shall have the care and custody of all student records. All permanent records of students are to be preserved, either in original form or by electronic means.

Procedures

1. Each cumulative student record shall contain a reference to the location of any additional records pertaining to a given student with a notation as to the nature of the information contained therein.
2. Persons, other than school personnel with a legitimate educational interest, who are allowed access to student records shall make notation therein of their name, position, date, and the purpose of access.
3. In the event that a duly authorized person requests a review of a student record, no information contained therein shall be removed or altered except that additional information may be added as the normal course of school operations shall require.

Review and Removal

Student records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary school to middle school. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Responsibility for Student Records

The building administrator or their designee shall be the custodian of all current student records at the building level and shall make maximum provision for protection of student records from review by unauthorized personnel and for maximum physical security of such student records.

LEGAL REF.:	Iowa Code Chapter 22
CROSS REF.:	506.1 Student Records Access
Date of Adoption:	11-11-68 (#805.3)
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