

<b>6120</b>	<b>Student Records Policy</b>
<b>Approval Date:</b>	<b>April 2013</b>
<b>Category:</b>	<b>Students</b>
<b>Governance Accountability:</b>	<b>Leadership</b>
<b>Audience:</b>	<b>Students, Families</b>

Student records will be housed in a locked fireproof cabinet in a locked office. Only school personnel will be allowed to review files. Teachers may review files upon request and with permission granted by the site administrator. The files must be signed for and signed back into holding by the teacher. The office administrator will hold the list showing the name of the person who reviewed the file, date, and time out and time the file is returned to the file cabinet.

Files will be reviewable by the child's parent or legal guardian and/or the student under the supervision of a school administrator or teacher (if assigned by the administrator).

No copies of files will be made without permission from the site administrator.