

POST FALLS SCHOOL DISTRICT NO. 273

Series 500: Student Policy: Records and Reports

Policy No. 503.7

Policy Title: Maintenance of Student Records

Page 1 of 1

It is the policy of the Board of Trustees that a master pupil record (transcript) be kept permanently for each student attending a high school in the Post Falls School District.

All other student records will be kept for a set period of time. Information in student cumulative files will be kept for a period of five years after a student graduates or permanently leaves the district, excepting those records sent to other school districts. This policy includes records for students with disabilities. After five years, those identified cumulative files will be destroyed in a manner conducive to the confidential nature of student records.

The building principal or special education director will be responsible for the maintenance, retention, transfer or appropriate destruction of student records.

Date of Adoption: 10/9/89

Amended: 7/15/97, 1/12/04

Reviewed: 2017