

## STUDENT RECORDS

The Bristol Warren Regional School District will make school records available to parents of all students. Parents of students over 18 years of age will not be shown the records unless consent is given through a release form signed by the student. The responsibility of opening school records is vested in the school principal or director, who may delegate the responsibility.

It will be the responsibility of the school principal or his designee to inform parents that there might exist a disciplinary record on file. All opening of school records will be carried out by appointment only through the principal's office.

The Bristol Warren Regional School District will afford parents, through the designated head of the school where the records are maintained, the right of a hearing to challenge the content of any part of the school record and an opportunity to make corrections and deletions.

All school department offices maintaining student records will also maintain an in-and-out log of all persons, agencies, and organizations using a student's file. A written form which all such users of a file must sign is to be kept permanently with the folder. Only parents will have a right to inspect the form, on which the user's educational or other interest in the file will be explained.

Adopted: January 24, 1994

LEGAL REF.: Family Educational Rights and Privacy Act. Fig 74, P.L. 93-380  
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