

Student Records

The principal in charge of each building will be responsible for the contents and safekeeping of student records and will determine who may have access to records according to the guidelines which follows.

Record Contents

Factual information only will be maintained for each pupil in his/her cumulative record folder. The following data will be included: identifying data, grades, courses taken and credits earned, attendance and tardy record, transfers and/or withdrawals, standardized test results (intelligence aptitude, psychological interest inventory), health records, family background and factual information concerning behavior problems, suspensions and expulsion.

Access to Records

1. **Parental Access:** Parents have a right to inspect their child's school records upon written request. The school must grant this request within 45 days after written request is made.
2. **Parental Right to Challenge Contents.** After examining the contents of their child's cumulative school record, parents will have an opportunity for a hearing to challenge the content to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained in the record.
3. **Parent Consent – Exceptions.** The school will not release any personally identifiable files or records (or personal information contained therein) of students without the written consent of their parents to any individual agency or organization except the following:
 - a. Other school officials including teachers within the local educational establishment who have legitimate educational interest in the record.
 - b. Officials of other schools or school systems in which the student intends to enroll (under conditions described in paragraph 4 following).
 - c. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, the administrative head of this district, and state education authorities.
 - d. In connection with the student's application for or receipt of financial aid.

4. **Out Transfers.** Student records will be sent to other schools or school systems in which the student expects to enroll only after the parent:
 - a. Is notified of the transfer.
 - b. Receives an exact copy of the records to be sent to the receiving school (if parent requests one).
 - c. Signs a form authorizing the school to release the records to the receiving school, or
 - d. Requests that certain material be deleted from the records before the material is sent.
 - e. If the parent exercises option (d) above and the school disagrees, then the parent has a right to a hearing to challenge the content of the record on the basis of inaccuracy, misleading nature, or otherwise inappropriate data.
5. **In Transfers.** All parents registering pupils in school district after attendance in another district will be asked to complete written authorization for transfer of official records from the last school attended. Principals will then promptly request such information and records.
6. **Judicial Orders of Subpoena.** Cumulative records of individual students may be furnished in compliance with judicial orders or pursuant to a lawfully issued subpoena upon the condition that the parents and students are notified of all such orders or subpoenas in advance of the school's compliance.
7. **No Personally Identifiable Data – Exception.** State and/or federal educational authorities will have access to student or other records except that personally identifiable data may be collected only when specifically authorized by federal law. Otherwise, any data collected by such officials with respect to individual students will not include information (including social security numbers) which would permit personal identification of students or parents.
8. **Record of Authorized Inspection.** Individuals or agencies desiring to inspect records will be required to sign a form kept with the file of the student, but only for inspection by the parent of student, indicating specifically the legitimate educational or other interest that each person, agency, or organization had in seeking information in the record. Such forms will be available to parents and school officials responsible for record maintenance as a means of auditing the operation of the system.
9. **Transfer of Information to Third Party.** Information of a personal nature concerning an individual student will be transferred to a third party on the condition that such party

will not permit any other party to have access to such information without the written consent of the parents of the student.

10. **Data-Gathering Prohibited Unless Legally Authorized.** No survey or data-gathering activity shall be conducted by the administrative head of an educational agency under an applicable program unless such activity is authorized by law.
11. **Eighteen-Year Old Students.** Whenever a student has attained 18 years of age, or is attending an institution of post-secondary education, the permission or consider required and the rights accorded to the parent of the student shall thereafter only be required of and accorded to the student.

Readopted: Date of Manual Recodification

Revised: March 13, 2007

LEGAL REFS.: 20 USC 7165 Section 4155 No Child Left Behind Act
W. S. 9-9-101 through 9-9-105
Public Law 93-380
Wyoming Educational Policies Manual, code JO

CROSS REF.: JN, Student Fees, Fines, and Charges