
	<p>CONTENT OF STUDENT RECORDS</p>	<p>D22.00 Adopted Jan 1979 Page 1 of 1</p>
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**BOARD ADOPTED
PROCEDURE**

Identification

1. Data Recommended for Inclusion in Student Records – The following is adapted from recommendations of the Superintendent of Public Instruction:
 - A. Basic identifying data:
 - (1) Name
 - (2) Age – birth date
 - (3) Sex – Grade/year in school
 - (4) Address
 - (5) Zip code
 - (6) Telephone number
 - (7) Name(s) of parent(s) or guardian(s)
 - (8) Ethnic classification
 - (9) Emergency information including but not limited to the name(s), address(es), and telephone number(s) of:
 - a. Place of employment of parent(s) or guardian(s)
 - b. Family doctor or medical facility
 - c. Babysitter or day care facility
 - d. Sibling and/or other relatives and friends
 - (10) Data processing codes, symbols and identification numbers necessary to support the data processing system
 - B. Attendance records and reports.
 - C. Academic transcripts, permanent records, and other records of student performance.
 - D. Health records verified by the written statement of parent(s), guardian(s), or a health professional.
 - E. Co-curricular participation, activities, awards, and honors.

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F. Test scores:

- (1) Academic achievement tests
- (2) Interest inventories
- (3) Psychological and personality test scores and rating scales which shall be reviewed annually to determine their relevance to the continuing educational needs of the student.


G. Reports of, and correspondence related to, significant educational experiences which reflect an objective accounting of an individual's significant performance. All such reports and correspondence are to be dated and signed:

- (1) Special placement and student transfers
- (2) Suspensions, expulsions, and other disciplinary actions
- (3) Waivers of tuition and attendance
- (4) Exemptions from the mandatory attendance law
- (5) Termination of enrollment
- (6) Teacher disciplinary referrals and administrative responses
- (7) Prescriptive recommendations of counselors and other educational specialists
- (8) Records of student disciplinary hearings and grievances
- (9) Records indicting interviews, contacts, or conferences with students, parents, or guardians

H. Legal documents including but not limited to signed parent consent forms and requests for records forms from outside agencies.

2. Excluded Data

- A. All information except the types of information outlined above are to be excluded from student records on the grounds that such information is subjective, inappropriate, irrelevant, or an invasion of privacy.
- B. Content of the Work Product of Professional Staff are not considered to be part of the student records, provided such information is:

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- (1) In the sole possession of the maker, and
- (2) Not accessible or revealed to any other person except a substitute or a replacement.

Former Code: H38.02, H 15.02