 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>MAINTENANCE/ LOCATION OF STUDENT RECORDS</p>	<p>D26.00 Revised June 1985 Page 1 of 1</p>
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**BOARD ADOPTED
PROCEDURE**

Introduction

Each building principal, administrative department head, office supervisor, and the appointed Custodian of Records having responsibility for student records shall provide security measures, which will effectively:

1. Prevent the loss of records.
2. Prevent unauthorized access to or inspection of records.
Wherever possible and feasible, locked files or locked file rooms are to be provided.

Definitions


1. Student Records/Educational Records – Individual student records or personally identifiable information regarding students that is/are recorded in any medium, including but not limited to computerized records and files, handwriting, print, tape, film, microfilm or microfiche.

All references to student records encompass all the forms of data retention described above.

2. Computerized or Electronic Data – Those records or personally identifiable information regarding students that are accessible via a computer terminal.
3. Custodian of Records – A staff member who has been appointed by a principal, program manager, or other administrator, as the person responsible for the maintenance and security of the records.

Procedure

1. Each building principal, program manager, or other administrator shall designate a professional staff member as the Custodian of Records for the school or office. The Custodian of Records shall be responsible for:

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A. Determining the appropriateness of material for inclusion in the record (See H38.02, Content of Student Records).

B. Releasing records in accordance with regulations governing release of information.

NOTE: The Custodian of Records shall record each and every request for data from a student's record as stated in Procedure H 38.03, Access to Students Records.

C. Requesting student records from other schools, school districts, or agencies.

D. Maintaining security of student records to prevent unauthorized access and invasion of privacy. (Students should never have access to records other than their own.)

E. Determining the need for staff members to have access to individual records and recording, on the form provided in each record, each instance of access granted.

F. Reviewing all student records on a regular basis to determine whether certain out-dated information should be expunged or destroyed.


G. Providing for or arranging for access of parents and students to the individual student's record and providing for the interpretation of such records to the parent and/or student as deemed appropriate. Providing for security of the record during such access.

H. Transferring, destroying, and expunging records as outlined in the section, Disposition of Student Records (H 38.13).

I. Determining the accuracy of information in student records and making corrections as needed.

J. Providing notification of transfer of records to or from another school districts.

2. All administrative department heads and office supervisors whose departments and offices maintain student records shall likewise appoint a Custodian of Records, whose duties shall be the same as those listed above.

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3. Basic, cumulative student records are housed in:
 - A. Current or last school or program of record (primary source).
 - B. Data processing student master file
 - C. Previous school
 - D. Student Records Office (for closed schools).

4. Specialized information may be filed in:
 - A. Department of Special Education
 - B. Office of Career and Occupational Education
 - C. Office of Student Placement
 - D. Office of Health Services
 - E. Athletic Office
 - F. Security Office
 - G. Affirmative Action Office
 - H. Transportation Office
 - I. Testing Services Office
 - J. Student Information Services Office (SISO)
 - K. Other administrative offices which, according to the function of the offices, maintain specialized or incidental personally identifiable data regarding students.

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