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| Category: 6000 INSTRUCTION | Policy Number: 6118 |
| Policy Title: Student Record Keeping | Effective Date: February 27, 2008 |

It shall be the policy of the Snake River School District 52 that all student records be accurately kept. Each teacher is responsible for accurate reporting of daily attendance, grades, and other classroom records. Each building administrator is responsible for establishing and supervising an appropriate system of record keeping and reporting. All teachers and other personnel responsible for student records will receive instruction on establishing and maintaining accurate student records.

The District shall establish and maintain permanent student records in compliance with The Family Educational Rights and Privacy Act of 1974, P.L. 93-380, Section 513 and Part B of the Education of the Handicapped Act, P.L. 94-142, as amended.

The District shall establish procedures and forms to implement the requirements of the law, shall annually notify parents and eligible students of their right to inspect records, and shall annually notify eligible students of the intent to publish directory information and their right to have this information excluded from the directory.

Further, it is the policy of the District to forward educational records upon request to an educational institution or agency in which a student seeks or intends to enroll.

**REFERENCE: Policy 8540, “Student Records”
Procedure 8540p “Student Records”**