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## **STUDENT RECORDS**

The School Board is intent upon maintaining an adequate individual student record system designed to benefit the education of every student and to assist school staff in this process.

It is the responsibility of school personnel to collect and maintain data to assure such benefit and data required by statute and/or State Department regulations. These data shall be presented in a format which meets the needs of students. Emphasis is placed upon accuracy in reporting.

Student records are to be kept in the custody of the principal of the school the child attends and may not be transferred outside the district without written permission of the parent in accordance with state and federal laws.

An eligible student and his/her parent, or either one, as applicable, shall have access to the student record, and may have copies of any information in the record upon payment of a reasonable fee. Authorized school personnel shall have access to the student records. In general, no information in a student record shall be disseminated without the specific informed written consent of the eligible student and his/her parent, or either one, as applicable. A log shall be kept to record the dissemination of any information in the student record.

The eligible student and his/her parent, or either one, as applicable, shall have the right to add information or other relevant material to the record. They shall have the right to request deletion or amendment of any information in the record. The principal, or his/her designee, will make a decision which may be appealed first to the Superintendent and then to the School Board.

If a parent or legal guardian wishes to review his/her child's school records, he/she must complete the appropriate forms available at the guidance office. The counselor will then supervise the gathering of records and meet with the parents to review the contents. The parent/guardian must give a minimum of twenty-four hours notice before reviewing records.

*RSA 91-A:5,III, Exemptions, Pupil Records*

**Adopted:** April 8, 1993  
**Amended:** August 14, 2014