

STUDENT RECORDS

An accurate cumulative record shall be maintained for every child enrolled in the schools of this district. Data in the cumulative record shall be factual and objective. The cumulative records shall include identifying data, proficiency level, grade level achievement, attendance data, health data, standardized test scores, and family information.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

Access to a student's cumulative record shall be limited to authorized school personnel, eligible students, parents and legal guardians of the student. Access may also be granted pursuant to court order, a lawful subpoena, or upon the written permission of the parent or legal guardian.

Whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded the parents/guardians of the student shall be accorded to the student.

Transcripts and disciplinary records involving suspension or expulsion will be transferred upon the request of an educational institution of which the student intends to enroll, in accordance with federal law.

All materials in the student's cumulative folder deemed permanent by Wyoming State Archives shall be kept permanently by the school district or transferred to the Wyoming State Archives if so required. School District #2 will maintain transcript records and high school attendance records for a minimum of 10 years.

See also policies:

BEE Board Hearing/Appeal Procedures

BEE-ERules of Practice Governing Hearings and Contested Cases Before the Board of Trustees of Sheridan County School District Number Two and Procedures to Consider Recommended Findings from an Independent Hearing Officer

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