

Students

Custodian of Pupil Records

The Director of Special Services is designated as custodian of pupil records.

The Custodian shall be governed by the policies of the Board of Education and shall have:

1. the duty of maintaining and preserving the confidentiality and security of student records;
2. the duty to review all records and delete information that may no longer be valid or useful;
3. the authority to deny or grant access to records in accordance with procedures and safeguards previously outlined; and
4. the responsibility of maintaining, for public inspection, a current list of names of those employees having access to personally identifiable data.

Policy adopted: February 1977
Policy reviewed: July 1, 2009