

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley Wyoming 82420  
POLICIES AND REGULATIONS  
FILE: JRA

**STUDENT RECORDS**

It shall be the responsibility of the superintendent to provide for the proper administration of student records, and to standardize procedures for the collection of necessary information about individual students.

Section 1. Definitions

1. "Behavioral Information" means the following information about students:
  - a. Teacher's observation notes and evaluation comments
  - b. Letters and notes from parents
  - c. Records developed by teachers and other professionals employed by the district
  - d. Disciplinary records
  - e. Copies or results of teacher made assignments and tests.
2. Cumulative Record Folder means the file folder which contains an individual student's educational record.
3. Directory Information means the following information about students:
  - a. Name, address, and telephone number
  - b. Date and place of birth, and pictures
  - c. Major field of study, degrees and awards received
  - d. Participation in extra-curricular activities
  - e. Weight and height of members of athletic teams
  - f. Dates of enrollment, and previous schools attended
4. Disclosure means releasing any information about a student which this policy permits to be collected and maintained in the student's official Cumulative Record Folder.
5. District means Big Horn County School District Number One
6. Educational Records mean records kept and maintained by the district for individual students, and which contain only essential directory or personally identifiable information.
7. Eligible Student means any person currently or formerly enrolled in a school in the district who is eighteen (18) years of age or older.
8. Parent means the person who is legally responsible for the student.
9. Personally Identifiable Information means the following information about a student:
  - a. Names of parents or other family members
  - b. Health records and medical approval forms
  - c. Student or Social Security numbers
  - d. Descriptions of personal or educational characteristics
  - e. Standardized Test Scores, report cards, or daily attendance records.
  - f. Official Transcripts
  - g. Individual student profile sheets
10. Student means any person currently or formerly enrolled in a school of the district who is under eighteen (18) years of age.

## Section 2 .Cumulative Record Folders

1. Contents. Principals shall maintain a Cumulative Record Folder for each student under their supervision. The folder shall contain the Educational Records necessary to provide students with appropriate instruction and educational services. These Educational Records are to be kept on established forms which have been adopted for district wide use. Behavioral information shall not to be kept in the student's Cumulative Record Folder.
2. Location of Folders. Cumulative records folders shall be kept in the school that the student attends, and shall be readily available to appropriate school personnel, parents, or students in accordance with the provisions if this policy.
3. Examination of Contents. Principals shall examine all Cumulative Record Folders and Educational Records annually to assure accuracy and appropriateness of content. Materials should be retained in student records only as long as they are valid, and have educational value. Materials found not to be in compliance with this policy, or that may have become outdated shall be destroyed.
4. Disposition of Contents. Upon graduations the contents of the Cumulative Record Folder with the exception of the Official Transcript shall be given to the graduating senior. The Official Transcript shall be retained at the high school for five (5) years and then forwarded to the district office for microfilming.

Cumulative Record Folders of students who transfer or withdraw from school for any reason prior to graduation shall be retained in the district school last attended until they are requested by another school, or for one year, which ever comes first. After one year the Cumulative Record Folder shall then be forwarded to the district office for microfilming.

## Section 3. Disclosure

Written records of disclosure shall be maintained on approved forms and shall be filed in the Cumulative Record Folder with the educational record of the student. All request, except requests from officials of the district, a parent, or an eligible student shall be recorded on the disclosure form.

The form shall become a permanent part of the record and shall be supported by consent forms or other correspondence authorizing disclosure of data. The record of disclosure form shall be available to the parent of the student, the eligible student, or to district school officials.

Unless it has received legal evidence to the contrary, the district shall presume that both parents of a student have legal authority to examine the Cumulative Record Folder of their children.

Directory information may be disclosed without prior written parental or eligible student permission.

Personally identifiable information shall not be disclosed without written consent of the parent or the eligible student.

Behavioral Information shall not be disclosed without the permission of the person who compiled the information.

Officials of the district may disclose the educational records of students without prior or written consent under the following conditions:

1. When parents or legal guardians seek to examine the records of their own non eligible children.
2. When parents request that records be transferred to schools or school districts in which the students seek or intend to enroll.

3. When educational records are requested by school officials from schools or school districts in which students seek or intend to enroll.
4. To officials and employees of the district who have a legitimate educational interest in those records.
5. To eligible individual students who seek to examine their own educational records.
6. To comply with a judicial order or lawfully issued subpoena, provided that a reasonable attempt has been made to notify the parent prior to compliance with the judicial order.
7. To appropriate organizations and governmental officials.

#### Section 4. Cumulative 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 be limited to identifying data, academic work completed, level of 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. Any other access will require a subpoena or 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 of the student shall be accorded to the student.

District officials will forward transcripts from the cumulative record upon the request of bona fide educational institutions, parent, legal guardian, or the student if he has attained eighteen years of age or is attending an institution of post secondary education.

With the exception of the high school transcript, high school grade reports, and attendance records, all material in the student cumulative record shall be destroyed five years after the student has or would have completed the 12th grade in the school district.

#### Section 5. Annual Notice

Annually the district shall inform parents of their rights regarding the educational records of their students, announce the procedure to be followed by those who seek to examine, challenge, or obtain copies of student educational records, and announce the location of student educational records and the responsible school district official who is custodian of these records.

The superintendent of the district is charged with the responsibility of administering this policy and all other Rules and regulations governing the Privacy Rights of students.

Current Practice Codified 1977  
Adopted: Date of Manual Adoption  
Revised: 2/9/78  
Revised: 4/10/86  
Revised: 11/9/06

LEGAL REFERENCES: Family Educational Rights and Privacy Act of 1974 (P.L. 93-380); W.S. 9-9-101 through 9-9-105; Wyoming Education Policies Reference Manual, Code JO

CROSS REFERENCES: KDB, Public's Right to Know