

STUDENT RECORDS

Cumulative records shall be maintained for all children enrolled in Lincoln County School District No. 2 schools. Record shall include factual and objective data identifying: academic skills completed, level of achievement, attendance, health history, standardized test scores, family information, disciplinary records involving pertinent school rules infractions and 504 accommodations and plans. In addition, Special Education records shall be maintained in accordance with Wyoming Chapter 7 rules governing services for "Children with Disabilities" and the "Individuals with Disabilities Education Act."

Access to student cumulative records shall be limited to authorized school personnel, students and parents/legal guardians. Any other access will require written permission of parent/legal guardian or by subpoena.

Parent shall have an opportunity for a hearing to challenge the content of their child's records to insure accuracy, privacy, and appropriateness.

District officials will forward transcripts of cumulative records upon request from bonafide educational institutions, parent/guardian or the student if 18 years of age.

With the exception of high school transcripts, high school grade reports and attendance records all material in the student's cumulative record shall be destroyed after five years of the student having graduated or completing grade 12.

SEE PROCEDURE JRA-R

AMENDED: May 10, 2012
AMENDED: February 12, 2004
ADOPTED: March 8, 2000

Lincoln County School District No. 2, Wyoming