5.38—PUPIL RECORDS POLICY

Official student records shall be kept for each pupil attending Fayetteville Schools in the school in which the pupil is currently enrolled. Such records may include, but are not necessarily limited to, identifying data; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns. Access to and release of such records will be in compliance with appropriate state and federal statutes.

ADMINISTRATIVE PROCEDURES FOR PUPIL RECORDS

A. Access to Records

1. Employees of the Fayetteville Public Schools who have legitimate educational interests in a student may have access to the records of that student. Employees meeting this qualification include certified personnel who are directly involved in the education of the student and other personnel whose assigned duties are to maintain pupil records.
2. Parents or legal guardians of a student will have access to the student’s records except that if the student is 18 years of age or older, only that student has the right to determine who, outside the school system, has access to his/her records. It will be presumed that divorced or legally separated parents maintain these rights unless legal documents to the contrary are provided the school.
3. A parent, legal guardian, or eligible student will, upon written request to the principal maintaining the student’s records, have the opportunity to inspect and review the records. The request must include a specification of the exact information being sought. Compliance with the request shall be done as quickly as administratively feasible, but in no case should the time exceed forty-five calendar days after the request has been made.
   The person making the request is also entitled to the opportunity to receive an interpretation of the records, the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in the records stating his/her opinion. If further challenge is made to the records, the normal appeal procedures established by the school policy will be followed.
4. A reasonable charge may be made for furnishing copies of records.

B. Release of Records

1. When a request is received for the records of an elementary pupil who is transferring to another school system, a copy of the tri-fold, cumulative record card (No. 5125-ES-e) and the original of all other information shall be sent to the receiving school. The original cumulative record card shall be sent to the Administration Building for filing at the end of the school year. If an elementary pupil’s records have not been requested within a year after withdrawal, the cumulative record card shall be sent to the Administration Building for filing, and other records may be destroyed.
2. When a request is received for the records of a junior-high student transferring to another school, a copy of the junior high student’s record (No. 5125-S-h) shall be sent to the receiving school. Permanent records for students who have transferred or dropped out shall be kept in the individual schools.
3. When a request is received for the records of a high school student who is transferring to another school, a copy of the student’s Fayetteville High School permanent record form (also called transcript) No. 5125-S-K will be sent to the receiving school. The original records remain in the senior high school. Permanent records for drop-out students shall be kept in individual schools.
4. Official student records may be released to State Education and other governmental agencies only if the names and all identifying markings are removed to prevent the identification of the individuals.
5. For release of student records to other persons or non-education agencies, written consent shall be given by the parent, legal guardian, or the student if he/she is 18 or over. This consent form will state which records shall be released and to whom they shall be released. A copy of the student record being sent will be made available to the person signing the release forms if he/she so desires.
6. Student records will be furnished in compliance with judicial orders, or pursuant to any lawfully issued subpoena.
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