

FAIRFIELD AREA SCHOOL DISTRICT

MAINTENANCE OF STUDENT RECORDS

6540

- 6540.1 Introduction
The Fairfield Area School District will provide for the review and update of student information contained in each category and destroy such information that is no longer useful. Those records classified as Administrative will be reviewed by the building principal, those classified as Guidance will be reviewed by the guidance counselor, and those classified as Health will be reviewed by the building nurse. The final decision concerning records in all categories and classifications is the responsibility of the building principal.
- 6540.2 Data in Categories A and B will be maintained and reviewed by the designated person, under the supervision of the Guidance counselor at the end of the student's sixth, ninth, and twelfth grade years and before it is sent to the next school, either within the system or in another district. Material that is no longer useful will be either burned or shredded.
- 6540.3 Category A records should be located in the main office or principal's office in each school. They will be maintained and available at a mutually agreeable time for student and parent review with the assistance of a principal or counselor.
- 6540.4 The I.Q. score should be interpreted to the parents only by knowledgeable school personnel.
- 6540.5 Category B and Category C data will be maintained and available to parents only after a written notice is sent to the school requesting a review of Category B data. [Category B data should be located in the principal's or counselor's office under lock and key.] Category C information will be maintained by the Supervisor of Special Education.

Revised June 17, 1996