

**Student Records
Board of Education
Wrightstown Community School District**

Wrightstown Community School District recognizes the importance of maintaining student records in the interest of the student and to assist school personnel in providing appropriate educational experiences for each student in the district.

The Board of Education recognizes the need for confidentiality of student records. Therefore, the district shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval.

Building Principals and the Director of Pupil Services shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established district guidelines.

Adopted: 8/20/2008

Reviewed: 4/16/2018

Revised: 11/19/2014

Cross Reference: Procedures for the Maintenance and Confidentiality of Student Records
Access of Student Records to Military Recruiters