
STUDENTS - STUDENT RECORDS

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July 12, 2005; December 10, 2019
Legal Ref: 20 U.S.C. Section 1232g; IC 20-33-7; I.C. 20-34-9
Cross Ref: Policy 2000-12

Westfield Washington Schools (“WWS”) shall follow all state and federal rules and regulations regarding the release or retention of education records. Education records consist of all official records, files, and data directly related to a student and maintained by the school. Such records encompass all the material kept in the student's cumulative folder and include general identifying data, records of attendance and of academic work completed, records of achievement, results of evaluative tests, health data, and disciplinary records. Education records are the property of WWS.

Student medical records resulting from participation in school-based treatment services or treatment services provided by an outside professional care provider contracted and paid for by the school are considered private. WWS must not share any reports or notes resulting from school-based treatment services with other school officials. Additionally, the WWS will not maintain any reports, notes, diagnosis, or appointments resulting from a student's participation in outside treatment as described in this Policy in the student's permanent educational file.

The Board authorized the Superintendent/designee to set forth guidelines for the implementation of this policy.