

PROCEDURE FOR RELEASING STUDENT RECORDS

1. This policy will become effective January 1, 1975.
2. Personnel authorized to release student records is limited to the following school personnel:
 - A. Superintendent
 - B. Building Principals
 - C. Certified Guidance Counselors
3. Records subject to this policy include:
 - A. Report Cards
 - B. Cumulative Records
 - C. Permanent Records
 - D. Transcripts of Credits (See Section 5)
 - E. Individual Test Data
 - F. Anecdotal Record
 - G. Attendance Data
 - H. Aptitude and Psychological Tests
 - I. Health Data
 - J. Family Background Information
 - K. Verified Reports of Serious or Recurrent Behavior Patterns
 - L. Teacher or Counselor Ratings
4. Parent/Guardian authorization:
 - A. Except in the case of a student of legal age, written authorization for the release of the above information must be given by the parent or guardian of the pupil on a form prescribed by the Board of Directors.
 - B. A pupil of legal age may authorize the release of his/her own records in manner prescribed in Section 4, Paragraph A.
 - C. The written authorization form will be kept on file.
5. Cost of Transcripts:
 - A. Each pupil may have two transcripts of credits free of charge. Each additional transcript will cost \$1.00 (one dollar) each.

LEGAL REFERENCE:

CROSS REFERENCE: Board Policy 505.010

DATE OF ADOPTION: May 12, 1980

DATE OF REVIEW: October 17, 2005

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**MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223**