

BUSINESS PROCEDURES

Records

Student Records

The Superintendent of Schools shall cause to have initiated and maintained a complete individual permanent record for each student. The School Board Secretary shall be the Board's authorized deputy of the records and shall have the care and custody of all student records. All permanent records of students are to be preserved, either in original form, on microfilm, or electronic media. (See policies listed in cross references for details.)

Date of Adoption: 11-17-86
Date of Review: 10-2-90, 2-21-94, 01-20-97, 03-20-00, 06-16-03, 05-21-07
Date of Revision: 06-16-03

LEGAL REF: Iowa Code Chapter 22

CROSS REF: 532 Student Records
604.5 Permanent Records