

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 505.2.9.3P Adopted June 1980 Revised April 2015

Title Annual Building Plan – Security of Student Records – Due September 1

The following plan shall be submitted annually by the principal/program coordinator/department head to Student Information, the superintendent’s designee as responsible authority for student records at the District Office.

School/program _____ Grade levels served _____ School year _____

Principal/coordinator (responsible authority) _____

Person(s) responsible for clerical maintenance and day-to-day security (possesses key)

Place where key is kept _____

Physical or electronic location in building of pupil records (by category):

1. Directory information _____

a. Procedure 505.2.4.3P, Denial of Release of Directory and Yearbook Information

2. Private records including

a. Group test scores _____

b. Level of achievement _____

c. Student health record _____

d. Child study records _____

e. Surveillance tapes _____

f. Others _____

Hours each day file is locked _____ unlocked _____

Describe the procedure for removing a record from the storage location _____

Whose authority is required to remove a record from its storage file? _____

What record is kept of a record being removed from its storage location? _____

Can electronic records only be accessed by appropriate personnel on a need-to-know basis? Y N

Confidentiality of records is being maintained in all buildings by:

1. Seeking parental permission to release, and
2. Entering releases to non-District 196 professional staff in the student file.

Who determines the legitimate intent of the party requiring access to the records?

1. District 196 professional staff with legitimate intent is determined by the principal, and
2. Others determined by parents signing Procedure 505.2.3P, Prior Consent to Release Private Data To or From an Outside Agency.

Date

Signature of Building-level Responsible Authority