

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 500: STUDENT PERSONNEL**

**POLICY 562**

**STUDENT RECORDS, ACCESSIBILITY AND CONFIDENTIALITY**

Policy Adopted: March 22, 1988

Policy Promulgated: February 11, 2019

Policy Revised: October 15, 2009; September 10, 2019; June 5, 2002

Policy Reviewed: May 17, 2010; December 2015; December 18, 2018; January 22, 2026

In accordance with Iowa Code Section 256.7 Chapter 12.3(6), it shall be the policy of the Diocesan Board of Education that each school establish and maintain a system of pupil records which include:

- a. A permanent record (the official information concerning the pupil's education, i.e. attendance and education progress, serves as an official transcript, all data used to plan for the pupil's educational needs). This is to be permanently maintained and stored in a fire-resistant, locked file or safe.
- b. A cumulative record (continuous and current record of progress and growth; i.e. courses taken, progress, attendance, physical and health record, interests, attitudes, abilities, honors, extracurricular activities – the working record). This may be sent to a receiving school.
- c. Or a record, which includes all the information, required for a permanent record and a cumulative record. A copy of this record could be sent to a receiving school and the original must be permanently retained in the school.

It shall be the policy that parents or legal guardians of students under age 18 have the right to inspect and review their child's educational records, including a right to copy the records for a reasonable fee. They also have the right to ask the school to amend the child's educational records if they feel the information in the records is misleading or inaccurate. Should the school refuse to amend the records, they have a right to a hearing and to place an explanatory letter in the child's file explaining why they feel the records are misleading or inaccurate. Any student age 18 or older has the same rights regarding his/her own educational records.

Disclosure of any student records shall not be made unless there is written consent of the parents/legal guardian(s) for students under age 18, written student consent for students 18 years or older, a judicial order or a request of a receiving school. If a school wishes to release records to a receiving school without written permission, notice of such practice must be placed in the student/parent handbook.