

# PALISADES SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 1, 2014

## **No. 113.4 AR-CONFIDENTIALITY OF STUDENT RECORDS\***

1. Any staff member who receives a verbal request from a parent or guardian to view their child's educational records will direct him or her to present the request in writing to the Director of Pupil Services.
2. Once the record request is received, the Director of Pupil Services will coordinate the collection and presentation of the records to the parent, ensuring that all guidelines set forth in Policy 113.4 are followed.
3. No staff member shall provide access to student records without the express direction of the Director of Pupil Services.

\*See also Policy 216 and AR - 216