

## **Student Records**

Student records will be collected and maintained in the School office. These records shall be available only to Students, their Parents, legal guardians or School personnel who have a legitimate educational or instructional purpose for the records. Both Parents shall have equal access to their child's records unless a court has ordered otherwise. Upon receiving notification that a student has transferred and when the new school requests student records, the School will forward the records to the new school. Copies may be made of a student's record if requested by a Parent or court appointed guardian. The Human Resources shall maintain a log of persons who have accessed School records and the specific record(s) which were inspected or copied. An Employee shall be present during the inspection of the records.

*R.C. 3319.321.*