

## **5016**

### **Student Records**

Teachwell Solutions shall manage student records and reports as is necessary for effective administration and in compliance with law. In general, "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by Teachwell Solutions. "Student records" also shall not include any records created and maintained by Teachwell Solutions' law enforcement unit for a law enforcement purpose.

For purposes of Teachwell Solutions' compliance with state and federal law, Teachwell Solutions "maintains" student records which are printed and kept in the student's physical file or which Teachwell Solutions staff have intentionally saved within the official Teachwell Solutions digital student information system that specifically identifies the student for whom those records are maintained. Teachwell Solutions may also use learning management systems, which deliver and manage instructional content. Teachwell Solutions maintains student records within its student information system but not in its learning management system. The official Teachwell Solutions student information system is Infinite Campus.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include support staff and volunteers who are providing educational services to a student on behalf of Teachwell Solutions. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under Teachwell Solutions' direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of Teachwell Solutions' insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted

with Teachwell Solutions or its agent to offer online programs for the benefit of students and/or Teachwell Solutions; members of law enforcement acting on behalf of Teachwell Solutions; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years. Upon request, Teachwell Solutions will disclose education records without consent to officials of another Teachwell Solutions in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

Each year, Teachwell will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act. By November 1st each year, in compliance with state law, each school district will compile and provide a list of students by name in grades seven to twelve, along with their mailing addresses, to the executive director of the Board of Regents and to each technical college within the state. In accordance with the No Child Left Behind Act and the National Defense Authorization Act, Teachwell is also required, with some exceptions, to disclose directory-type information (students' names, addresses, and telephone listings) to military recruiters, as well as to recruiters from colleges and universities. Parents have the right to opt out of this disclosure by notifying Teachwell that they do not wish to release directory information about their student. The district will maintain records in Infinite Campus indicating parental opt-out preferences and will share directory information with military branches and postsecondary institutions as required by law.

Adopted on: 8/15/2023

Revised on: 7/22/2025