

**POLICY TITLE: Permanent Student
Records**
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Records of the student's educational program, including attendance, test scores, subjects, and grades will be maintained in appropriate form and shall be permanent. The school district, through microfilming and other method, shall make reasonable effort to safeguard these records.

The records shall be maintained under the legal name of the student and, in addition to school information, shall include such information as birth date, residency, parent's name, etc., as may be deemed necessary and advisable.

The policy pertaining to student record requirements is found in SECTION 500: STUDENTS of this policy manual.

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LEGAL REFERENCE:

Idaho Code Section 33-506
34 CFR Part 99

ADOPTED: December 9, 1998