

Transfer of Student Records	H.4
<i>Adopted: July 23, 2013</i>	

Filing Student Records

Student records shall be current. They shall be filed in the office of the appropriate principal or the office of the superintendent. The permanent record shall include standardized test records, activities, attendance, and discipline records.

Transferring Student Records

The Hilldale Board of Education expects principals to be prompt in furnishing transcripts and immunization records of students when requested to do so by school officials.

When a school district to which a student is enrolled or is in the process of enrolling requests records of that student, this district shall, in compliance with state law, forward the records within three business days of receipt of the request. The records shall include a copy of the student's discipline records. Discipline record shall include all information that relates to a transferring student's assaulting, carrying weapons, possessing illegal drugs or alcohol, and any incident that poses a potentially dangerous threat to students of school personnel. Full disclosure of the student's records is expected.

The district shall not withhold student records based on a student's failure to return items to the district or for outstanding debts to the district.

Duplicate copies of student records shall be maintained separately from the building where the original records are filed or shall be filed in a fireproof vault.