

STUDENT RECORDS - POLICY STATEMENT

"The Superintendent of Schools is the 'designated authority' for the school district regarding collection, storage and dissemination of information relating to students. In carrying out the duties and responsibilities, the Superintendent:

- A. May delegate certain activities relating to student records to administrators and/or counselors.
- B. Shall develop guidelines for the collection, storage and dissemination of student records.
- C. Shall execute responsibilities relating to student records in accordance with federal and state laws and regulations and in accordance with established procedures protecting the rights of individuals.
- D. Shall provide adequate information to the public relating to the types of records maintained on students, of the procedure and right to inspect student records and of the name of the individual responsible for student records.
- E. Shall provide ongoing monitoring and evaluation of the student records system to assure appropriate change relative to federal and state laws and guidelines and the needs of the district."

Anoka-Hennepin District No. 11
Coon Rapids, MN 55433
Adopted 8-25-75