

**EDUCATIONAL PROGRAM  
SERIES 600**

**605.5**

**TITLE: PERMANENT RECORDS**

Permanent or cumulative records shall be kept for each student who is enrolled in Wilder School District.

When students leave the district, the school shall forward student records to the receiving school, upon receipt of a request form the school. When students enter the Wilder School District, records shall be requested from the sending district.

All material in each permanent student file shall be treated as confidentially and shall be directly accessible only to professional staff members. Such confidential information as is contained in the permanent files of students shall be made available only to those persons and agencies that have a direct need for the information and which have a legitimate interest in the welfare of the student. The release of any such information shall be in accordance with State and Federal regulations which relate to the release of confidential information.

Adopted: December 8, 1980