



**Snake River Montessori School**  
nurturing potential

POL -12 Rev. 02

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## **Education Records Retention Policy**

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### **Purpose**

The purpose of Education Records Retention Policy is to provide for the proper retention and/or disposal of student educational records.

### **Responsibility**

Administrative Staff

### **Description**

Educational records are files, documents and materials containing information directly related to a student that are maintained by an educational institution.

### **Approval**

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*Kari Lasco Sanders*  
*President of the SRMS Board*

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*Barbara Turner*  
*Secretary of the SRMS Board*

Date Approved: November 13, 2013  
Revised Date: November 2013  
Review Date: November 2023  
Next Review Date: November 2026

## Education Record Retention Procedure

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### *Primary Student*

- SRMS will not keep records of a primary student who has withdrawn from the school.
- Upon withdrawal from SRMS, a child's records will be given to a parent/guardian upon written request provided there are no outstanding financial obligations to the school.

### *Kindergarten student*

- SRMS will keep records on a kindergarten student until records are requested from another school or up to 6 months whichever occurs first.
- Upon withdrawal a parent may request their child's records provided there are no outstanding financial obligations.

### *Elementary Student*

- SRMS will keep records on an elementary student until records are requested from another school or up to 1 year, whichever occurs first.
- Upon withdrawal a parent may request their child's records provided there are no outstanding financial obligations.

### *Specific records maintained by SRMS shall include:*

- Student Progress Reports
- Testing results
- Immunization records
- An IEP, 504 or service plan

### *Process for parent request to review education records is as follows:*

- Verify that the person is a parent of the student and is entitled to review the records, or that the parent has signed consent for their representative to review the records.
- Provide only information related to that student.
- Respond to reasonable requests for explanations of the contents of the records.

### *Inspection of records:*

- SRMS will assume responsibility for ensuring confidentiality of educational records.
- Records will be maintained in a locked storage facility.
- Requests from parents to review records will be complied within a reasonable amount of time. In no case to exceed 45 days.
- Parents have the right to request copies of records. The school may charge for these copies. No copies will be provided if there are outstanding debts against student account.

*Requirements for releasing records include:*

- SRMS will obtain written parental consent before releasing personally identifiable information from educational records.
- Written consent must be signed and dated by the parent and must include:
  1. a list of the records to be disclosed;
  2. the purpose of disclosure; and
  3. identification of the parties receiving the information.
- Education records will be disclosed without written parental consent if the disclosure is made to officials of another school, school district or other educational agency in which the child plans to enroll.
- When a disclosure is made under the limited circumstances listed above, SRMS will, upon request, provide a copy of the disclosed records to the parent, provided there are no outstanding financial obligations due to SRMS.
- SRMS may also release records without parental consent to comply with a subpoena or court order. In these circumstances, SRMS will notify the parent that it intends to comply with the subpoena or court order so the parents have sufficient time to seek injunctive relief before the records are released.
- The parent has the option of requesting access to and/or copies of a record prior to destruction.

**Acceptable methods of destroying educational records include:**

- Physical destruction of a record may be necessary so that the document no longer contains personally identifiable information.

**Tracking:**

- A recorded log will be maintained by the Administrative staff. This tool will track when the original students records were sent and to which school.