
ACCESS TO STUDENT RECORDS

Consistent with Policy JO: Student Records, the following employees of the Bangor School Department shall be considered as having legitimate educational interests in student records and therefore may have access necessary to their official duties without prior consent:

<u>POSITION</u>	<u>ACCESS TO RECORDS OF</u>
Superintendent of Schools	All students
Assistant Superintendent of Schools	All students
Principals	All students in Principal's school
Assistant Principals	All students in Assistant Principals school
Director of Pupil Services	All students
Assistant Director of Pupil Services	All students
Director of Gifted/Talented & Title I	All students
Guidance Counselors	All students in Counselor's school
High School Guidance Counselor	Counselees, students referred for consultation
Department Heads	Students of teachers in department as referred for consultation
Teachers	Students in classes they teach
Special Education Teachers	Assigned special education students
Secretaries (as designated by Principal)	All students as assignments require
Nurses	Health records for all students
Social Workers	Students referred or assigned
School Psychological Service Providers	Students referred or assigned

“Assigned students” and “students in classes they teach” shall be interpreted to include the official process of identifying and placing students for subsequent assignment or teacher, as for teachers reviewing records of students whom they will be teaching the next school term.

Annually, each Principal shall determine those clerical assistants who may have a need for access to student records.

Annually, each Principal shall cause a copy of the portion of the official “Bangor School Department Directory of Personnel” which applies to the Principal’s school to be posted on or near the student record file cabinets. The Principal shall line out all members of the school staff who have no official need for access to student records. Those names which remain should be consistent with the above paragraphs.

Any person other than as listed above shall be required to sign a log prior to each access to student records and shall be permitted such access only if consistent with Policy JO: Student Records.

ISSUED: January 10, 1990

AMENDED: November 1, 1996

