



Procedure Name:	Student Coursework, Testing and Records Access Procedure
Effective Date:	August 1, 2014
Revision Date:	August 1, 2023
Standard:	Standard 10:14

Student Coursework, Testing and Records Access Procedure

Specific Operational Tasks

The Waynesville Career Center follows the Waynesville R-VI School District Student Records Policy. The Waynesville R-VI School District Student Records Policy is in compliance with the Family Education Rights and Privacy Act, Protection of Pupils Rights, IDEA, Elementary and Secondary ACT, Section 504 Act of 1973, and the Americans with Disabilities ACT. Student records are kept confidential in accordance to the law but readily available to appropriate district personnel who need the records to affectively serve the district's students.

Step by Step Instructions

The school superintendent or designee provides the proper administration of student records in accordance with the law develops appropriate procedures for maintaining student records and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals have developed a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records. The superintendent or designee will arrange so that all district employees are trained annually on the confidentiality of students education records, as application for each employee classification. Student's records are housed in our student records database Tyler. Each student has a folder with student record information located in the Waynesville Career Center administration office in fire proof cabinets.

Tyler and Canvas access, including a login and password, is provided to school officials with legitimate educational interest by the Districts Director of Cirriculum and Technology.

Teachers can input all testing and assignments in Canvas. Other officials have limited access to the student's information. Access is only granted to individuals who need certain information on that student.

Financial Records are kept in the Financial Secretaries office in a fire proofed locked cabinet. Only authorized school personnel will have access to the student records.

Written Forms and Reports

Student reports can be printed from Tyler, such as attendance, current grades, assignment scores and testing scores. This can be done per the student's request. Students can also request a student login to retrieve their current grades and attendance in Canvas.

Financial Records can be printed by the financial secretary.

Reference Location or Policy

Board Policy (JO) – Student Records

Board Policy (JO-AP-1) – Student Records