

The schools shall maintain a cumulative record folder for each student. The cumulative record folder shall contain all permanent written records directly related to a student that are kept by the school unit, with the exceptions noted in policy 326.

Parents or guardians requesting to have their children called by a name other than their legal surnames shall provide the district with written proof that the requestor is the legal guardian or natural parent with right of physical custody. It shall be our policy to recognize the wishes of the person having custody. However, for future verification and identification, the student will be registered under their legal name and all permanent records shall be kept under the student's legal name.

See policies 326, 327.