



Reference: Management Directive (MD) 39

Number: MD-39

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Management Directive

Subject: Management of Student Records

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Directive: Establish policy and procedure for the storage, access and transfer of student records while maintaining confidentiality of protected data.

Procedures: Storage: Student records are stored electronically or as hard copies. Electronic files are retained in Windham's computer database, and hard copies are maintained in locked storage in a secure location.

Access: Student records are only accessible to authorized Windham staff. The level of access granted for these records is determined by employee job position. Only district staff with an educational need to know shall have access to electronic or hard copy student records.


Special education student records shall be stored separately from general education student records and shall be maintained under lock and key in a storage container in a secure location. Any person viewing special education student records must be authorized and shall sign the Record of Access document located at the front of each special education student folder.

A Record of Access document shall also be posted outside of the storage container where special education records are stored. This document identifies the name and position of Windham employees that are authorized to have access to the respective records. This authorization is only permitted for the approved staff members if they have an educational need to know information contained in these records for compliance reasons.

Current and former students may request copies of their educational records. Guidelines for these requests are provided in the Assessment, Advisement and Records Handbook.

Transfer: Windham utilizes electronic scans and/or hard copies to transfer student records as appropriate. Hard copies of records are transferred in person via hand delivery or through first-class mail by way of the United States Postal Service (USPS). All special education student records are transferred through the hard copy process under the direction of the district's assigned diagnosticians utilizing hand delivery or USPS.

Confidentiality: Windham provides annual confidentiality training for all staff members. Records are safeguarded through multiple measures including authorized computer access by job position, lock and key storage in secure locations for hard copies, separation of special Education and general education records and limited access to all educational records by authorized personnel on an educational need to know basis.


Kristina J. Hartman, Ed.S.
Superintendent