

SECURITY OF TRANSCRIPTS

Principals are responsible to ensure the security of student transcripts in the school setting.

- A. Transcripts shall be housed in file cabinets that are secured with a lock.
- B. The registrar shall keep the transcript files in a room with a special lock with access limited to the principal and registrar.
- C. Principals shall ensure a "transcript checkout system" is in place for district personnel required to review transcripts. Examples: principals, counselors, no pass no play designee, etc.
- D. The transcript room is to be locked when the registrar is out of the office.
- E. Principals are expected to enforce an honest, lawful, and ethical access procedure for student transcripts. Any principal found to be in violation of this regulation, will be appropriately disciplined.