



## **Student Records**

Student records include all registration forms and attendance records. This information is considered confidential and is stored in a locked cabinet at the YCP that is accessible to staff only. Duplicates of the Emergency Information Form are kept in the Early Childhood Education Office and designated locations in the classrooms for use in case of emergency. Work sample portfolios are stored in the YCP office where they are accessible to parents upon request.

It is the responsibility of each family to update the registration forms as needed during the year in order to maintain accuracy. Parents have the right to inspect and review all records directly related to their children who are under eighteen years of age and/or who are dependents under the tax law. Unless a legally binding instrument or a court order governing divorce, separation, or custody provides to the contrary, both parents shall be permitted to inspect and review educational records of their children.

Student records are retained for two years after the child's final date of attendance.