

**University Laboratory School:
A Hawai'i Public Charter School**

Student Information and Confidential Records Policy

Governing Board approved: 01/ 20/ 2016

Information relating to individual students or former students shall not be divulged or released by University Laboratory School personnel, except as authorized by the individual student, parent, or guardian, or specified by law. Reports designated as "confidential" contain information of an intimate and personal nature, and shall be safeguarded and respected in accordance with professional ethics. Such reports shall not be placed in files of general accessibility.

No questionnaire or other device for securing any kind of information, opinions, or statistical data from students shall be permitted, except where the request is approved by the University Laboratory School Governing Board, the Principal or a member of the administrative team.

University Laboratory School shall maintain individual files of permanent student records as required by law.