

**RELEASE OF INFORMATION ABOUT STAFF MEMBERS,  
SCHOOL VOLUNTEERS AND STUDENTS**

As required by the provisions of Section 2116 of the New York State Education Law, the records of this school district, except as provided below, are public records and are open to examination by any qualified voter of the school district at reasonable hours and such voter shall have the right during such hours to make copies thereof. The District Clerk or the Clerk's assistant shall have the right to require the person demanding such records to provide reasonable identification, which identification shall include the address of the person's residence. The examination of personnel files shall be subject to the following limitations and, except as set forth in Paragraph C below, such records shall not be removed from the district office in which they are kept.

- A. Students' Files - No information in the personal file of a student shall be released to any person other than the student or a person standing in a parental relationship to the student except by the written consent of such student or the written consent of the person standing in a parental relationship to such student. The information in a student's personal file shall be released to the student or a person standing in a parental relationship to such student in the appropriate district office during reasonable school hours.

The appropriate school officer shall maintain a written log of the dates, times and identities of the student, the person standing in parental relationship to such student, and any persons accompanying them.

- B. Other Personnel - Data contained in the personal file of any person, whether professional, support staff, or school volunteer, employed or assigned by the school district shall not be released to any party other than such person, except upon the written consent of such person.
- C. The limitations set forth above shall not apply in the event that a court order or other legal requisition requires that the information sought be transmitted in accordance with the terms of such order or requisition.
- D. It shall be the policy of this school district that the names of employees, school volunteers or students as a group shall not be released to any person or persons unless required by law.

**Release of Information About Staff Members, School Volunteers  
and Students (Continued)**

Policy Submitted:  
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