



## MEMO

**TO:** Weber School District Board Members: President Paul Widdison, Vice President Jon Ritchie, Members: Douglas Hurst, Janis Christensen, Jan Burrell, Bruce Jardine, Kelly Larson  
Superintendent Gina Butters

**FROM:** Heidi Alder  
Legal Counsel

**DATE:** December 15, 2023

**SUBJECT:** Update of Policy 4400 Student Records second read

Policy 4400 Student Records was last approved by the board on 03/05/2003. This policy has been revised to comply with federal and state laws. Definitions have been added to the policy as well as sections to address access and amendments to student records and the process for transferring student records. One additional change has been added to the policy after the first read regarding parent requests for records. An update to this policy has been requested by our Legal Department. We are seeking Board approval of this policy on a second read.