**Hancock Central School 1120-E.2**

**SCHOOL DISTRICT RECORDS EXHIBIT**

**LOCATION OF EDUCATION RECORDS**

TYPES LOCATION CUSTODIAN

Cumulative School Records Office of School Principal School Principals

Cumulative School Records Records Retention Room Supt. Office

(Former Students)

Health Records Office of School Principal School Principals

Speech Therapy Office of Education District Office

Psychological Records for the Disabled

School Transportation Records School Bus Garage Director of Pupil

Transportation

Special Test Records Office of School Principal School Principals

Occasional Records Student’s School School Principals

(Student education (Principal will collect

Records not identified and make available)

Above such as those in

The Supt. Office, school

Attorney’s office, or

In the personal possession

Of teachers.)

Adopted: 02/22/1993