



**DATE:** March 20, 2024  
**TO:** Board of Education  
**FROM:** Mrs. Kerstin Kramer, Superintendent Chief Learning Officer  
**SUBJECT:** Approve Proposed Revision to Board Policy 5125, Student Records  
**PRESENTED BY:** Dr. Annamarie Cohen, Executive Director of Student Services

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**ACTION REQUESTED**

Approve Proposed Revision to Board Policy 5125, Student Records

**BACKGROUND INFORMATION**

Regulation updated to enhance clarity by separating administrative guidance for requests involving changes to student records of current students and guidance related to requests for changes to gender or legal name of former students. Regulation also updated to move materials related to former students to end of regulation in new section - “Updating Name and/or Gender of Former Students.”

**RESOURCES REQUIRED:** N/A

**PREPARED BY:** Becca Wing, Administrative Assistant, for Dr. Annamarie Cohen, Executive Director of Student Services

Attachment:  
BP5125, Student Records