



DATE: March 6, 2024

TO: Board of Education

FROM: Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

SUBJECT: First Read of Proposed Revision to Administrative Regulation 5125,
Student Records

PRESENTED BY: Dr. Annamarie Cohen, Executive Director of Student Services

ACTION REQUESTED

First Read of the proposed revision to Administrative Regulation 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: Administrative Regulation 5125, Student Records