



Policy Type: Required  
Policy Title: Classified Records  
Effective: February 9, 2017

The following records will be classified as private at Lakeview Academy. These records will only be released to the individual who is the subject of the record or a person authorized or given permission to receive the records.

1. Employee performance evaluations and reprimands
2. Race, religion or disability records of a former or current employee or applicant
3. Grievance filed by or against an employee
4. Personal financial data unless classified as public
5. Agency records that would conflict with fiduciary obligations
6. Information deemed an unwarranted invasion of personal privacy
7. Records received from other government agencies with the condition that they remain private.

#### **Certification**

The undersigned officers and/or directors of Lakeview Academy certify that this Classified Records policy was duly adopted as of February 9, 2017 and replaces all previous Classified Records policies.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

CAPABLE. CONFIDENT. CONTRIBUTING.