

NOTICE

This is a template only. This template must be compared to your existing administrative rule/exhibit on this topic before implementing it. No board adoption is required.

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EXHIBIT

NOTICE OF EXECUTIVE SESSION TAPE ON FILE

On _____(date) the **[Name of District]** School Board held an executive session involving _____ (student's name).

The reason for the executive session was (check one):

Discussion student educational records, FERPA and NDCC 44-04-19.2 (1)

Expulsion hearing, FERPA and NDCC 44-04-19.2 (1)

All documents resulting from and recording(s) of this executive session are in a secured file in the **[the business office] (or) [superintendent's office]**. These items will be retained and released in accordance with law and board policy.

End of [Name of District] Exhibit FGA-E4

[03/15]

EXHIBIT