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COMPREHENSIVE SYSTEM	The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school personnel.
CUMULATIVE RECORD	<p>A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.</p> <p>This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See GBA]</p>
CUSTODIAN OF RECORDS	The principal is custodian of all records for currently enrolled students at the assigned school and for students who have withdrawn or graduated. The student handbook distributed annually to all students and parents shall contain a listing of the addresses of District schools.
TYPES AND LOCATIONS OF RECORDS	<p>Each record custodian, at the location listed in the student handbook, shall be responsible for the education records of the District. These records may include:</p> <ol style="list-style-type: none"><li>1. Admissions data, personal and family data, including certification of date of birth.</li><li>2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.</li><li>3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.</li><li>4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.</li><li>5. Health services record, including:<ol style="list-style-type: none"><li>a. The results of any tuberculin tests required by the District.</li><li>b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]</li><li>c. Immunization records. [See FFAB]</li></ol></li><li>6. Attendance records.</li><li>7. Student questionnaires.</li><li>8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.</li><li>9. Verified reports of serious or recurrent behavior patterns.</li><li>10. Copies of correspondence with parents and others concerned with the student.</li></ol>

11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Other records that may contribute to an understanding of the student.

**REQUEST PROCEDURES**

The cumulative record shall be made available to the parent. Records may be reviewed during regular school hours upon written request to the record custodian. The record custodian or designee shall be present to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the record custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

**STUDENT RIGHTS**

Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.

**ACCESS BY SCHOOL OFFICIALS**

For the purposes of this policy, "school officials" shall mean any employees, trustees, or agents of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities. The term also includes attorneys, consultants, and independent contractors who are retained by the District, by cooperatives of which the District is a member, or by facilities with which the District contracts for placement of students with disabilities.

School officials have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs.

**ACCESS BY PARENTS**

Parents may be denied copies of records after the student reaches age 18 and is no longer a dependent for tax purposes, when the student is attending an institution of postsecondary education, or if they fail to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record shall be provided at no charge.

**FEES FOR COPIES**

Copies of records are available at a per copy cost, payable in advance, as specified in the annual notice to parents of their privacy rights. [See FL(EXHIBIT)]

**TRANSCRIPTS AND TRANSFERS OF RECORDS**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

The District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll.

**RECORDS RESPONSIBILITY FOR STUDENTS IN SPECIAL EDUCATION**

The official responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education shall be the Director of Special Education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the Special Education Administrative Offices.

**PROCEDURE TO AMEND RECORDS**

Within 15 school days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school

days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence, and at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 school days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

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**This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]**