

**STATE OF TEXAS  
COUNTY OF DENTON**

**AFFILIATION AGREEMENT BETWEEN THE  
DENTON INDEPENDENT SCHOOL DISTRICT AND CITY OF DENTON, TEXAS**

This Agreement is between the Denton Independent School District (Denton ISD), for and on behalf of the Advanced Technology Complex Practicum of Law, Public Safety, Corrections, and Security Program, hereinafter sometimes referred to as "School" in this Agreement, and City of Denton, Texas, on behalf of the Denton Police Department, hereinafter sometimes referred to as "Facility" in the Agreement. Denton ISD and the City of Denton are referred to individually as "Party" and are collectively referred to herein as "Parties."

**WITNESSETH:**

**WHEREAS**, it is agreed by the parties to be of mutual interest and advantage that the students and faculty of the school be given opportunity to utilize the Facility as a practice laboratory and for educational purposes.

**NOW, THEREFORE**, for and in consideration of the foregoing and in further consideration of the mutual benefits, the parties to the Agreement agree as follows:

- (1) The term of this Agreement shall be in effect through the 2019/2020 school term. This Agreement shall commence on September 1, 2019 and expire on May 31, 2020.
- (2) Definitions:
  - (a) "Student" shall mean an individual enrolled with the Denton ISD pursuant to Denton ISD Policy FD (Legal and Local), and individuals from other school districts enrolled in the Career & Technical Education programs of the Denton ISD who are participating in the ATC Law Enforcement Internship.
  - (b) "Faculty" means an individual who is employed by School.
- (3) The Facility will permit students of the School to observe routines and procedures under the direct supervision and responsibility of an employee of the Facility. Students may, at the discretion of the Facility, perform any duties that the Facility deems safe and legal (not involving invasive procedures or dealing with private personnel information).
- (4) The number of students in the Facility will be mutually agreed upon between the School and the Facility at the beginning of each semester.
- (5) The period of assignment shall be during regular School academic sessions except in the instance of special arrangements, such as for workshop participants.
- (6) The School will provide the Facility with the names of the students who are enrolled in the Denton Independent School Districts Practicum of Law, Public Safety, Corrections and Security Program.

(7) The School will not discriminate against any applicant for enrollment in its course of study because of race, color, creed or national origin.

(8) The School shall take/make all reasonable efforts to see that all student and faculty members are instructed in the need to respect the confidential nature of all information which may come to them with respect to any records. A copy of the Criminal Justice Information Security policy is attached hereto as Exhibit A. Any student or faculty member found to be in violation of the Facility's confidentiality requirements will be summarily dismissed. Facility shall not disclose student records, as defined by Denton ISD Policy FL (Legal), attached as Exhibit B, without the prior written approval of Denton ISD.

(9) Representatives of the School and the Facility shall meet as often as necessary to study the Practicum of Law, Public Safety, Corrections, and Security Education Program and terms of this Agreement and make such suggestions and changes as needed.

(10) It is understood between the Parties that under no circumstances shall any member of the School's student body or faculty be considered an agent or employee of the Facility. This will be stated on the individual's name tag.

(11) School personnel, faculty and students will be subject to the rules and regulations established by the Facility or the division within the Facility to which they are assigned.

(A) The facility will charge the School no fees for the Practicum of Law, Public Safety, Corrections and Security experience afforded the students;

(B) The students will provide transportation to and from the Facility.

(12) The Facility shall provide a safe working environment and intern assignments should be hazard-free duty within the assigned unit of the Facility. In the event one or more of the students should, outside of regular school hours and independent of the Agreement, be employed by the Facility on a part-time or full-time basis, this article shall not apply during the hours in which such student is performing his/her duties at the Facility.

(13) The salaries and expenses of any faculty, whether instructor, supervisor or other employee of the School will be paid by the School. The school agrees that members of its faculty will serve as consultants and on its committees of the Facility when requested by the Facility.

(14) The Denton Police Department further agrees to assume the following responsibilities:

- (A) To be responsible for providing a safe environment for the student internship.
- (B) To directly supervise students in performance of all skills and procedures.
- (C) To explain Facility routines, procedures, and policies followed in the Facility,
- (D) To assist in evaluating students' progress and performance.
- (E) The School and the Denton Police Department Facility each have a distinct, yet cooperative responsibility for the education of each student. The Facility will

provide progress reports as needed if there are areas of concern regarding the Student's attitude or performance. The Facility retains the right to request Reassignment of the student.

(F) Reassignment request shall be in writing and shall state the basis for the request.

(15) This Agreement provides for continuing communication between the Facility and the School as necessary to provide optimum experience for student learning. An annual evaluation and review of this Agreement is expected.

(16) This Agreement shall remain effective until terminated. Either party may terminate the Agreement without cause, upon thirty (30) days written notice to the other party. Notice shall be given by registered or certified mail to the other party at the addresses set out below:

School: Superintendent  
Denton Independent School District  
1307 N. Locust  
Denton, Texas 76201

Facility: Chief of Police  
Denton Police Department  
601 E. Hickory, Suite E  
Denton, Texas 76205

(17) The Facility, including all portions thereof and all equipment provided by the Facility for use, are provided "As Is." The Facility does not make any representations, warranties, or guarantees, express or implied, including, without limitation, the warranty of merchantability and the warranty of fitness for a particular purpose, relating to the Facility's premises or equipment, or Denton ISD's or its employees' or students' use of the Facility's premises or equipment thereof.

(18) To the extent authorized by law and without waiving any governmental immunity, Denton ISD agrees to hold harmless the Facility, its officers, agents, and employees from and against any and all claims or suits for injuries, damage, loss, or liability of whatever kind or character, arising out of or in connection with performance by Denton ISD, including all such claims or causes of action based upon common, constitutional, or statutory law, or based, in whole or in part, upon allegations of negligent or intentional acts of Denton ISD, its officers, employees, agents, subcontractors, licensees, and invitees.

(19) To the extent authorized by law and without waiving any governmental immunity, City agrees to hold harmless the Denton ISD, its officers, agents, and employees from and against any and all claims or suits for injuries, damage, loss, or liability of whatever kind or character, arising out of or in connection with performance by City or Facility, including all such claims or cause of action based upon common, constitutional, or statutory law, or based, in whole or in part, upon allegations of negligent or intentional acts of City or Facility, its officers, employees, agents, subcontractors, licensees, and invitees.

(20) The Parties at their respective sole cost and expense, shall procure and maintain in full force and effect for the term of this Agreement adequate commercial general liability insurance coverage, including but not limited to general liability insurance coverage with bodily injury, with limits that are reasonable and customary for its business to cover liabilities and claims which may arise in relation to or in connection with this Agreement, but in no event less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Also, the Parties' insurance coverage must include property damage limits of not less than \$250,000 per occurrence, and not less than \$500,000 aggregate. DISD may, at its sole discretion, choose to self-insure the requirements of this provision. The Parties agree to 1) provide the other Party within five (5) business days upon the receipt of a written request from the other Party, with a Certificate of Insurance with respect to all liability insurance required under this Agreement, and 2) maintain the foregoing policy or policies of insurance without material change or cancellation except upon 24 hours written notice to the other Party. The Parties may, at their sole discretion, provide their respective standard letter of self-insurance in satisfaction of this provision.

(21) This Agreement **SHALL NOT** be construed or interpreted to modify, waive, change or alter any privileges, immunities, or rights granted to, or retained by the Denton Independent School District by virtue of the statutory or common law of the State of Texas or the United States of America in regards to the learning environment and course expectation.

(22) This Agreement **SHALL NOT** be construed or interpreted to modify, waive, change or alter any privileges, immunities, or rights granted to, or retained by the City of Denton, Texas by virtue of the statutory or common law of the State of Texas or the United States of America.

(23) If either Party fails to fulfill its obligations hereunder when such failure is due to an event of Force Majeure, said failure shall be excused for the duration of such event and for such a time thereafter as is reasonable to enable the Parties to resume performance under this Agreement. Events of Force Majeure shall mean any contingency or cause beyond the reasonable control of a Party, including, but not limited to, acts of God, riot, civil commotion, insurrection, fire, explosions, rain, or other circumstance beyond its reasonable control.

(24) If any of the terms, sections, subsections, sentences, clauses, phrases, provisions, covenants, conditions or any other part of this Agreement are for any reason held to be invalid, void or unenforceable, the remainder of the terms, sections, subsections, sentences, clauses, phrases, provisions, covenants, conditions or any other part of this Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

(25) This Agreement may not be assigned in whole or in part by any of the Parties without prior written consent of the other Party.

(26) This Agreement is entered into subject to the City Charter and Ordinances of the City of Denton as they may be amended from time to time and is subject to and is to be construed, governed, and enforced under all applicable State of Texas and Federal law. Denton ISD enters into this Agreement subject to its policy and applicable laws, both state and federal. Situs of this Agreement is agreed to be Denton County, Texas, for all purposes including performance and execution.

**EXECUTED** in duplicate originals by the parties on the day and year set forth below.

**AUTHORIZED SIGNATURES:**

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Barbara Burns, Board President  
Denton Independent School District  
1307 N. Locust  
Denton, TX 76201

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Date

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Todd Hileman, City Manager  
City of Denton  
215 E. McKinney  
Denton, TX 76201

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Date

**ATTEST:**

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Rosa Rios, City Secretary  
City of Denton

**APPROVED AS TO FORM:**

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Aaron Leal, City Attorney  
City of Denton

# DENTON POLICE DEPARTMENT



Lee Howell, Chief of Police



Distribution: All Personnel    Master File

## General Order 17.2

**Subject:** Criminal Justice Information Security

Effective Date: August 2, 2010

Last Revision Date: February 5, 2017

### 17.2 PURPOSE

To establish guidelines to protect the integrity of the Criminal Justice Information System (CJIS) database and all data and information obtained through use of Mobile Data Computers and/or hard-wired terminals.

#### 17.2.1 POLICY

The policy of the Department is to consider certain information confidential and to comply with State regulations.

#### 17.2.2 DEFINITIONS

Mobile Data Computer (MDC) – Includes all computers that have access, via wireless or hard-wired network, to TLETS, TCIC, NCIC or any law enforcement database.

Secure Location – This term includes the areas of Denton Police Department containing computers with access to TLETS, TCIC, NCIC, or any law enforcement database, including locked and/or attended police vehicles. These areas are not open to the general public without approval and/or escort.

#### 17.2.3 INFORMATION AND SYSTEM SECURITY

- \* Computerized Criminal History (CCH), Personally Identifiable Information (PII), or any other CJIS data may not be duplicated onto devices that are unsecure or can be removed from a secure location (devices include, but are not limited to, MDCs, USB memory sticks, CDs, DVDs, email, electronic documents—pdf, spreadsheets, etc.). This practice ensures CJIS system security.

\*

City of Denton employees are allowed to store information on their "H" drive located on their desktops, MDC's; all city owned computer systems. However, the City of Denton network drive "H" or a USB storage device is not considered a compliant location for the storage of CCH information or PII. The City of Denton network "T" drive has been designated as the only CJIS compliant location for the storage of CCH Information and/or PII.

Access to CJIS, Regional Data, TLETS, TCIC and NCIC data through Department equipment is restricted to authorized employees.

The DFW Regional Database or the City of Denton Warrant Database will not normally be disseminated to the public by members of the Department, other than by Warrant Officers.

Each person authorized to access MDC data shall receive security awareness training within six months of appointment or employment and thereafter at least every two years, in accordance with CJIS policy, and said training will be documented.

Changes in authorized personnel will be immediately reported to TCIC Training section.

CJIS, TLETS, TCIC and NCIC data shall be accessed ONLY from secure locations, as defined above.

Visitors to secure areas will be escorted by authorized personnel at all times.

When transporting non-law enforcement personnel in police vehicles, officers will close the screen of the MDC or position it in a manner that will prevent unauthorized viewing of CJIS, TLETS, TCIC and NCIC data on the MDC screen.

All printouts of CJIS data shall be promptly filed with the corresponding incident records. Otherwise, such printouts should be promptly shredded using a cross-cut shredder.

The Communications computer network server room shall be securely locked when not occupied.

All police vehicles containing MDCs shall be securely locked when not in use.

All equipment used for processing CJIS data shall have anti-virus software installed and updated on a daily basis, and the MDC firewall shall be enabled at all times.

\*

All storage media containing CJIS data, or used for CJIS purposes, and no longer in use shall be secure formatted using methodology that overwrites all data in three (3) iterations or degaussed prior to disposal or release for reuse by authorized personnel. If no longer needed, media will be destroyed and a destruction list on file. Inoperable electronic media shall be physically destroyed. Sanitation or destruction is carried out by authorized personnel.

The Department shall keep a list of wireless device ID's and vendor telephone contact numbers so that devices can be promptly disabled, should the need arise.

#### 17.2.4 VIOLATIONS

It is the responsibility of each authorized user to report any violations of this security policy to the Administrative Services Bureau Commander, via the Chain of Command.

#### 17.2.5 SANCTIONS

Department employees violating TLETS/NLETS, TCIC/NCIC, and CJIS System Security policies are subject to administrative and/or criminal sanctions based on the severity of the misuse. Violations will be handled on a case by case basis consistent with Departmental procedures involving the Office of Professional Standards. Violations may lead to the following action(s):

- Verbal or Documented Counseling; Written reprimand; or Suspension, Termination, or prosecution under any applicable statute including Government Code 411.085.



STUDENT RECORDS

FL  
(LEGAL)

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**Education Records**

**"Education  
Records" Defined**

For the purposes of this policy, the term "education records" means those records, files, documents, and other materials that contain information directly related to a student and are maintained by an education agency or institution or by a person acting for such agency or institution.

The term "education records" does not include:

1. Records that are created or received by a district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
2. Records made by district personnel that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to anyone other than a temporary substitute for the maker of the record.
3. Records maintained by a law enforcement unit of a district that were created by that law enforcement unit for the purpose of law enforcement.
4. Records on a student who is 18 years of age or older, or who is attending an institution of postsecondary education, that are:
  - a. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
  - b. Made, maintained, or used only in connection with treatment of the student; and
  - c. Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.
5. Grades on peer-graded papers before they are collected and recorded by a teacher.

*20 U.S.C. 1232g; 34 C.F.R. 99.3*

**Screening Records**

The principal of each school shall maintain records of screening for special senses and communication disorders, spinal screening, and assessment for type 2 diabetes for each student in the school. Records shall be open for inspection by the state or local health department. The University of Texas—Rio Grande Valley Border Health Office may, directly or through local health departments, enter a school and inspect records relating to assessment for type 2

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diabetes. Individual screening records may be transferred among schools in accordance with provisions below concerning Access by Others. *20 U.S.C. 1232g; Health and Safety Code 36.006, 37.003, 95.004; 25 TAC 37.145(b)* [See FFAA]

Immunization  
Records

A district shall maintain an individual immunization record during the period of attendance for each student admitted. The records shall be open for inspection at all reasonable times by the Texas Education Agency or by representatives of local health departments or the Texas Department of State Health Services. A district shall cooperate with other districts in transferring students' immunization records between other schools. Specific approval from students, parents, or guardians is not required prior to making such record transfers. *Education Code 38.002* [See FFAB]

Medical Records

The parent or guardian of a student is entitled to access to the student's medical records maintained by a district. On request of a student's parent or guardian, a district shall provide a copy of the student's medical records to the parent or guardian. A district may not impose a charge that exceeds the amount authorized by Section 552.261 of the Government Code [see GBAA]. *Education Code 38.0095*

*Privacy Rule for  
Non-"Education  
Records"*

To the extent a district is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), the district must comply with the Privacy Rule, 45 C.F.R. Part 164, with respect to protected health information that is not an education record. *45 C.F.R. 160.103, 164.501* [See CRD]

Food Allergy  
Information

Information regarding a child's food allergy, regardless of how it is received by the school or school district, shall be retained in the child's student records but may not be placed in the health record maintained for the child by the district.

*Exceptions*

If the school receives documentation of a food allergy from a physician, that documentation shall be placed in the health record maintained for the child by the district.

A registered nurse may enter appropriate notes about a child's possible food allergy in the health record maintained for the child by the district, including a notation that the child's student records indicate that a parent has notified the district of the child's possible food allergy.

*Education Code 25.0022(d)-(f)*

Assessment  
Instruments

The results of individual student performance on basic skills assessment instruments or other achievement tests administered by a district are confidential and may be made available only to the student, the student's parent or guardian, and to the school per-

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sonnel directly involved with the student's educational program. However, overall student performance data shall be aggregated by ethnicity, sex, grade level, subject area, campus, and district, and made available to the public, with appropriate interpretations, at regularly scheduled board meetings. The information may not contain the names of individual students or teachers. *Education Code 39.030(b)* [See EKB]

Academic  
Achievement  
Record (Grades 9–  
12)

Following guidelines developed by the commissioner of education, a district must use an academic achievement record (transcript) form that includes student demographics, school data, student data, and the record of courses and credits earned. The academic achievement record shall serve as the academic record for each student and must be maintained permanently by the district. A district must ensure that copies of the record are made available for a student transferring from one district to another. To ensure appropriate placement of a transfer student, a district must respond promptly to each request for student records from a receiving district. *19 TAC 74.5(b)* [See EI]

Enrollment Records

If a parent or other person with legal control of a child enrolls the child in a district school, the parent or other person, or the school district in which the child most recently attended school, shall furnish to the district all of the following:

1. The child's birth certificate, or another document suitable as proof of the child's identity as defined by the commissioner in the *Student Attendance Accounting Handbook*.
2. A copy of the child's records from the school the child most recently attended if he or she was previously enrolled in a school in Texas or in another state.

*Education Code 25.002(a)*

A district must furnish information under items 1 and 2 not later than the tenth working day after the date the district receives a request for the information.

If a parent or other person with legal control of a child under a court order requests that a district transfer a child's student records, the district to which the request is made shall notify the parent or other person as soon as practicable that the parent or other person may request and receive an unofficial copy of the records for delivery in person to a school in another district.

*Education Code 25.002(a-1)* [See FD]

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**Access, Disclosure,  
and Amendment**

Access to  
Education Records

*Definitions*

“Attendance”

“Attendance” includes, but is not limited to:

1. Attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and
2. The period during which a person is working under a work-study program.

“Disclosure”

“Disclosure” means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

“Parent”

“Parent” includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

“Personally  
Identifiable  
Information”

“Personally identifiable information” includes, but is not limited to:

1. The student’s name;
2. The name of the student’s parent or other family members;
3. The address of the student or student’s family;
4. A personal identifier, such as the student’s biometric record, defined as a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); social security number; or student number;
5. Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

“Record”

“Record” means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

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“Authorized  
Representative”

“Authorized representative” means any entity or individual designated by a state or local educational authority or an agency headed by an official listed in 34 C.F.R. 99.31(a)(3) to conduct—with respect to federal- or state-supported education programs—any audit, evaluation, or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

“Education  
Program”

“Education program” means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

*34 C.F.R. 99.3*

“Signed and  
Dated Written  
Consent”

“Signed and dated written consent” may include a record and signature in electronic form that:

1. Identifies and authenticates a particular person as the source of the electronic consent; and
2. Indicates such person’s approval of the information contained in the electronic consent.

*34 C.F.R. 99.30(d)*

*Access by  
Parents*

Access to the education records of a student who is or has been in attendance at a school in a district shall be granted to the parent of the student who is a minor or who is a dependent for tax purposes.  
*34 C.F.R. 99.10, .31(a)(8)*

A district shall presume that a parent has authority to inspect and review the student’s records unless it has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. A court may order the custodian of records to delete all references in a child’s records to the place of residence of either party appointed as conservator before their release to another party appointed as conservator.  
*34 C.F.R. 99.4; Family Code 153.012, .073*

A parent is entitled to access to all written records of a district concerning the parent’s child, including attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and school counselor evaluations, reports of behavioral patterns, and records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child.

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“Intervention strategy” means a strategy in a multi-tiered system of supports that is above the level of intervention generally used in that system with all children. The term includes response to intervention and other early intervening strategies.

*Education Code 26.004*

*Access by  
Student*

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.

Nothing in this section prevents a district from disclosing education records, or personally identifiable information from education records, to a parent without prior written consent of an eligible student if the disclosure meets the conditions in 34 C.F.R. 99.31(a), including if the student is a dependent for tax purposes or in the case of a health or safety emergency.

*34 C.F.R. 99.5*

If material in the education record of a student includes information on another student, only the portion of the material relating to the student whose records were requested may be inspected and reviewed. *34 C.F.R. 99.12(a)*

*Access by Others*

Personally identifiable information in education records shall not be released without the written consent of the student’s parents, except to the following.

*School Officials*

School officials, including teachers, who have legitimate educational interests. An administrator, nurse, or teacher is entitled to access to a student’s medical records maintained by a district for reasons determined in district policy.

A contractor, consultant, volunteer, or other party to whom a district has outsourced institutional services or functions may be considered a school official under this paragraph provided that the outside party:

1. Performs an institutional service or function for which the district would otherwise use employees;
2. Is under the direct control of the district with respect to the use and maintenance of education records; and
3. Is subject to the requirements of 34 C.F.R. 99.33(a) governing the use and redisclosure of personally identifiable information from education records.

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A district must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. A district that does not use physical or technological access controls must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement.

*34 C.F.R. 99.31, .36; Education Code 38.009*

Officials of Other  
Schools

Officials of other schools or school systems in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer, provided that a district either:

1. Includes in its policies a statement that notifies the parent or student that it forwards education records on request of the other school to such officials; or
2. Makes a reasonable attempt to notify the parent (unless the record transfer is initiated by the parent).

In either case, a district shall furnish a copy of the transferred records to the parent if requested and shall give the parent an opportunity for a hearing to challenge the content of the record.

*34 C.F.R. 99.34*

Authorized  
Government  
Representatives

Authorized representatives of the officials or agencies headed by the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or state and local educational authorities who require access to student or other records necessary in connection with the audit and evaluation of federal- or state-supported education programs or in connection with the enforcement of or compliance with federal legal requirements that relate to such programs. *34 C.F.R. 99.35*

A district may not refuse to report information concerning a student holding an F, J, or M visa on the basis of the Family Educational Rights and Privacy Act (FERPA) and any regulation implementing FERPA. A district is authorized and required to report information that would ordinarily be protected by FERPA only to the extent required by 8 U.S.C. 1372, 8 C.F.R. 214.3(g), or any corresponding regulation. *8 U.S.C. 1372(c)(2); 8 C.F.R. 214.1(h)*

Financial Aid  
Personnel

Personnel involved with a student's application for, or receipt of, financial aid.

Juvenile Justice  
Officials

State and local officials to whom such information is specifically allowed to be reported or disclosed by state statute if:



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1. The allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve, prior to adjudication, the student whose records are released; and
2. The officials and authorities to whom such information is disclosed certify in writing to the district that the information will not be disclosed to any other party except as provided under state law without the prior written consent of the parent of the student.

A school district superintendent or the superintendent's designee shall disclose information contained in a student's educational records to a juvenile service provider as required by Family Code 58.0051 [see GRAC].

*Education Code 37.084(a)*

Organizations  
Conducting  
Studies

Organizations conducting studies for, or on behalf of, districts for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organizations conducting the studies who have legitimate interests in the information. Such information must be destroyed when no longer needed for the original purposes of the studies.

The district must enter into a written agreement with the organization that:

1. Specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;
2. Requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement;
3. Requires the organization to conduct the study in a manner that does not permit personal identification of parents and students, as defined in this part, by anyone other than representatives of the organization with legitimate interests; and
4. Requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.

A district that enters into an agreement with an organization conducting a study may redisclose personally identifiable information from education records on behalf of educational agencies and insti-

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tutions that disclosed the information to the district in accordance with the requirements of 34 C.F.R. 99.33(b).

A district is not required to initiate a study or agree with or endorse the conclusions or results of the study.

Accrediting  
Organizations

Accrediting organizations that require the information for purposes of accreditation.

Health or Safety  
Emergency

Appropriate persons, including the student's parents, who, in an emergency, must have such information in order to protect the health or safety of the student or other person.

In making a determination, a district may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the district determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. If, based on the information available at the time of the determination, there is a rational basis for the determination, the U.S. Department of Education (DOE) will not substitute its judgment for that of the district in evaluating the circumstances and making its determination.

*34 C.F.R. 99.36*

Agriculture  
Secretary

The Secretary of Agriculture, or authorized representative from the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of districts receiving funding or providing benefits of programs authorized under the National School Lunch Act or the Child Nutrition Act. *20 U.S.C. 1232g(b)(1)(K)*

Child Welfare  
Agency

An agency caseworker or other representative of a state or local child welfare agency who has the right to access a student's case plan when the agency is legally responsible, in accordance with state law, for the care and protection of the student. Records of the student shall not be disclosed by the agency, except to an individual or entity engaged in addressing the student's education needs and authorized by the agency to receive the disclosure. Any subsequent disclosure must be consistent with state laws applicable to protecting the confidentiality of a student's education records. *20 U.S.C. 1232g(b)(1)(L)*

Directory  
Information

Any person requesting directory information after a district has given public notice of that definition. *34 C.F.R. 99.37*

*20 U.S.C. 1232g(b); 34 C.F.R. 99.31*

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Written Consent	<p>The parent shall provide a signed and dated written consent before a district discloses personally identifiable information from a student's education records to any individual, agency, or organization other than the parent, the student, or those listed above. Such consent shall specify records to be released, the reason for such release, and to whom the records are to be released. <i>34 C.F.R. 99.30</i></p>
Information Collection  <i>U.S. DOE– Funded Surveys</i>	<p>No student shall be required, as part of any program funded in whole or in part by the U.S. DOE, to submit to a survey, analysis, or evaluation that reveals information concerning the following topics without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent:</p> <ol style="list-style-type: none"><li>1. Political affiliations or beliefs of the student or the student's parents.</li><li>2. Mental and psychological problems of the student or the student's family.</li><li>3. Sex behavior and attitudes.</li><li>4. Illegal, anti-social, self-incriminating, and demeaning behavior.</li><li>5. Critical appraisals of other individuals with whom students have close family relationships.</li><li>6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.</li><li>7. Religious practices, affiliations, or beliefs of the student or student's parent.</li><li>8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.</li></ol> <p><i>20 U.S.C. 1232h(b)</i></p>
<i>Funded by Other Sources</i>	<p>Except as provided by 20 U.S.C. 1232h(a) or (b), as a condition of receiving funds from programs funded in whole or in part by the U.S. DOE, a district shall develop and adopt policies, in consultation with parents, pursuant to 20 U.S.C. 1232h(c)(1), and provide for parent notification in accordance with 20 U.S.C. 1232h(c)(2). <i>20 U.S.C. 1232h(c)(1)–(4) [See EF]</i></p>
Subpoenaed Records	<p>A district shall release student records to an entity or persons designated in a subpoena. A district shall not disclose to any person the existence or contents of the subpoena if a court orders the dis-</p>

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trict to refrain from such disclosure. Unless the court or other issuing agency orders the district to refrain from such disclosure or the order is an ex parte court order obtained by the U.S. Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331, the district shall make a reasonable effort to notify the parents and the student of all such subpoenas in advance of compliance, except when a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of that proceeding. *20 U.S.C. 1232g(b)(1)(J), (b)(2)(B); 34 C.F.R. 99.31(a)(9)*

Sex Offenders

A district may disclose personally identifiable information without consent if the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 U.S.C. 14071 and applicable federal guidelines. *34 C.F.R. 99.31(a)(16)*

Request Procedure

Upon request of a properly qualified individual, access to a student's education record shall be granted within a reasonable period of time, not to exceed 45 days. A district shall respond to reasonable requests for explanations and interpretations of the records. *34 C.F.R. 99.10*

Records  
Destruction

A district shall not destroy any education records if there is an outstanding request to inspect and review the records. *34 C.F.R. 99.10(e)*

De-Identified  
Records

A district, or a party that has received education records or information from education records, may release the records or information without the parent's written consent after the removal of all personally identifiable information provided that the district or other party has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

*Education  
Research*

A district, or a party that has received education records or information from education records, may release de-identified student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

1. A district or other party that releases de-identified data under this section does not disclose any information about how it

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generates and assigns a record code, or that would allow a recipient to identify a student based on a record code;

2. The record code is used for no purpose other than identifying a de-identified record for purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
3. The record code is not based on a student's social security number or other personal information.

Authenticating  
Requestors'  
Identities

A district must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from education records.

*34 C.F.R. 99.31(b)–(c)*

Transfer Not  
Permitted

Personal information from student education records shall be transferred to a third party only on the condition that such party will not permit any other party to have access to such information without the written consent of the student's parent. If a third party permits access to information in violation of this policy, a district shall not permit access to information from education records to that third party for a period of not less than five years. *20 U.S.C. 1232g(b)(4)(B); 34 C.F.R. 99.33(a)(1)*

A district shall inform a party to whom a disclosure is made of the requirements of 34 C.F.R. 99.33, unless the disclosure is made pursuant to a court order, lawfully issued subpoena, or litigation; the disclosed information is directory information; the disclosure concerns sex offenders; or the disclosure is made to a parent of a student who is not an eligible student or to a student. *34 C.F.R. 99.33(c)–(d)*

A district may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of the district if:

1. The disclosures meet the requirements of 34 C.F.R. 99.31; and
2. The district has complied with the requirements of 34 C.F.R. 99.32(b) regarding the record of disclosure; or a state or local educational authority or federal official or agency listed requesting information through a subpoena or ex parte order has complied with the requirements of 34 C.F.R. 99.32(b)(2).

*34 C.F.R. 99.33(b)*

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Record of Access to  
Student Records

Each school shall maintain a record, kept with the education record of each student that indicates all individuals, agencies, or organizations that have requested or obtained access to a student's education records, as well as the names of state and local educational authorities and federal officials and agencies listed in 34 C.F.R. 99.31(a)(3) that may make further disclosures of personally identifiable information from the student's education records without consent. A district must obtain a copy of the record of further disclosures maintained by the named authorities, officials, and agencies under 34 C.F.R. 99.32(b)(2) and make it available in response to a parent's request to review the record.

A district must record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception [see Health or Safety Emergency, above]:

1. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
2. The parties to whom the district disclosed the information.

*34 C.F.R. 99.32*

The records shall include at least the name of the person or agency that made the request and the legitimate interest the person or agency had in the information. The record will be maintained as long as the district maintains the student's education record. The record of access shall be available only to parents, school officials responsible for custody of the records, and those state, local, and federal officials authorized to audit the operation of the system.  
*20 U.S.C. 1232g(b)(4)(A)*

The record shall not include requests for access by, or access granted to, parents of the student or officials of a district, requests accompanied by prior written consent of the parent, requests for directory information, or a party seeking or receiving records in accordance with a subpoena or ex parte order. *34 C.F.R. 99.32(d)*

Right to Amend

The parent of a student whose records are covered by this policy may ask a district to amend the student's record if the parent believes it contains information that is inaccurate, misleading, or in violation of the student's right of privacy or other rights. If a district decides not to amend the education records requested, it shall inform the parent of its decision and his or her right to a hearing to challenge the content of the student's education records.

If a district decides to amend the records as a result of the hearing, it shall inform the parent in writing. If, as a result of the hearing, the

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district decides not to amend the records, it shall inform the parent of the right to place a statement in the records commenting on the contested information and/or stating why the parent disagrees with the decision of the district. Any explanation shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the contested portion of the record is disclosed.

*34 C.F.R. 99.20-.21*

**Fees for Copies**

No fee shall be charged to search for or to retrieve the education records of a student. A fee may be charged for copies of education records that are made for the parents or students under this policy provided that the fee does not effectively prevent them from exercising their right to inspect and review those records. Hardship cases shall be dealt with on an individual basis. *20 U.S.C. 1232g; 34 C.F.R. 99.11; Education Code 26.012*

**Records of  
Students with  
Disabilities**

A district shall permit parents to inspect and review education records collected, maintained, or used for purposes of identifying, evaluating, placing, or educating students with disabilities. *34 C.F.R. 300.613(a)*

*Access Rights*

In addition to policies applicable to all student records, the following guidelines shall apply when parents of a student with disabilities request to review or inspect district records relating to the education of their child:

1. Parents may request that a representative inspect and review the records. *34 C.F.R. 300.613(b)(3)*
2. A district shall comply with a request without unnecessary delay and before any meeting regarding an individualized education program (IEP) or hearing relating to the identification, evaluation, or placement of the child, and in no case longer than 45 days after the request. *34 C.F.R. 300.613(a)*
3. A district shall keep a record of persons obtaining access to these student records (except access by parents and authorized employees), including name, date of access, and the purpose for which the person is authorized to use the records. *34 C.F.R. 300.614*

*Record Types  
and Locations*

A district shall provide parents on request a list of types and locations of education records. *34 C.F.R. 300.616*

*Parental Consent*

Parental consent must be obtained before personally identifiable information is used for any purpose other than meeting a requirement under the Individuals with Disabilities Education Act or disclosed to anyone other than officials of agencies collecting or using

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this information. A district may not release information from these records without parental consent except as provided in FERPA.  
*34 C.F.R. 300.622*

*Confidentiality*

A district shall protect the confidentiality of personally identifiable information in collection, storage, disclosure, and destruction of records. One official in a district shall assume responsibility for ensuring confidentiality of personally identifiable information. All persons collecting or using this information shall receive training or instruction concerning the legal requirements involved in handling these records. A district shall maintain for public inspection a current listing of the names and positions of employees who may have access to this information. *34 C.F.R. 300.623*

*Information  
Destruction*

A district shall inform parents when personally identifiable information collected, maintained, or used to provide special education and related services is no longer needed to provide educational services to the student. Such information shall be destroyed at the request of the parents.

A permanent record of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

*34 C.F.R. 300.624*

Annual Notification  
of Rights

A district shall give parents of students in attendance and eligible students in attendance annual notification of their rights under FERPA.

The notice must inform parents or eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and 34 C.F.R. 99.31 authorize disclosure without consent; and
4. File with the U.S. DOE a complaint under 34 C.F.R. 99.63 and 99.64 concerning alleged failures by the district to comply with the requirements of the Act and 34 C.F.R. part 99.

The notice must include all of the following:



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1. The procedure for exercising the right to inspect and review education records.
2. The procedure for requesting amendment of records under 34 C.F.R. 99.20.
3. If the district has a policy of disclosing education records under 34 C.F.R. 99.31(a)(1), a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

A district may provide this notice by any means that are reasonably likely to inform the parents or eligible students of their rights.

A district shall effectively notify parents who are disabled and parents of students who have a primary or home language other than English.

*20 U.S.C. 1232g(e); 34 C.F.R. 99.7*

**Directory  
Information**

"Directory  
Information"  
Defined

"Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency or institution attended. "Directory information" does not include a student's:

1. Social security number; or
2. Student identification (ID) number, unless:
  - a. The student ID number, user ID number, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user; or
  - b. The student ID number or other unique personal identifier that is displayed on a student ID badge cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or

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other factor known or possessed only by the authorized user.

*Disclosure of  
Directory  
Information*

A district may release directory information if it has given public notice of:

1. The types of personally identifiable information that it has designated as directory information.
2. The right of the parent to refuse to permit the district to designate any or all of that information about the student as directory information.
3. The period of time within which the parent must notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information.

In Class

A parent or eligible student may not use the right of refusal to opt out of directory information disclosures to prevent a district from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

Former Students

A district may disclose directory information about former students without satisfying the public notice conditions above. However, the district must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt-out request.

Confirmation of  
Identity or  
Records

A district may not disclose or confirm directory information without meeting the written consent requirements in 34 C.F.R. 99.30 if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

*34 C.F.R. 99.3, .37*

Homeless  
Students

Information about a homeless child's living situation shall be treated as a student education record, and shall not be deemed to be directory information. *42 U.S.C. 11432(g)(3)(G)*

*Directory  
Information  
Designation*

A district may designate as directory information any or all information defined as directory information by FERPA. Directory information under that Act that is not designated by a district as directory information for that district is excepted from disclosure by the district under Government Code Chapter 552. [See GBA]

Directory information consented to by a parent for use only for a limited school-sponsored purpose, such as for a student directory, student yearbook, or district publication, if any such purpose has

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been designated by a district, remains otherwise confidential and may not be released under Government Code Chapter 552.

*Annual Notice*

A district shall provide the following to the parent of each district student, at the beginning of each school year or on enrollment of the student after the beginning of the school year:

1. A written explanation of the provisions of FERPA regarding the release of directory information about the student; and
2. Written notice of the right of the parent to object to the release of directory information about the student under FERPA.

Contents

The notice must contain:

1. The following statement in boldface type that is 14-point or larger:

“Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about this student. If you do not want [insert name of district] to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by [insert date]. [Insert name of district] has designated the following information as directory information: [Here the district must include any directory information it chooses to designate as directory information for the district, such as a student’s name, address, telephone listing, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent education institution attended, participation in officially recognized activities and sports, and the weight and height of members of athletic teams.]”;
2. A form, such as a check-off list or similar mechanism, that:
  - a. Immediately follows, on the same page or the next page, the required statement; and
  - b. Allows a parent to record:
    - (1) The parent’s objection to the release of all directory information or one or more specific categories of directory information if district policy permits the parent to object to one or more specific categories of directory information;

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- (2) The parent's objection to the release of a secondary student's name, address, and telephone number to a military recruiter or institution of higher education; and
  - (3) The parent's consent to the release of one or more specific categories of directory information for a limited school-sponsored purpose if such purpose has been designated by the district and is specifically identified, such as for a student directory, student yearbook, or district publication; and
3. A statement that federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 to provide a military recruiter or an institution of higher education, on request, with the name, address, or telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.

*Education Code 26.013*

*Student  
Recruiting  
Information*

Notwithstanding the Directory Information provisions above, each district receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) shall provide, on a request made by a military recruiter or an institution of higher education, access to secondary school students' names, addresses, and telephone listings unless a student's parent has submitted the prior consent request below.

Consent to  
Release

A student who has attained 18 years of age or a parent of a secondary school student may submit a written request to a district that the student's name, address, and telephone listing not be released for purposes described above without prior written consent. Upon receiving such request, a district may not release the student's name, address, and telephone listing for such purposes without the prior written consent of the parent or student. A district shall notify parents of the option to make a request.

No Opt-In  
Process

Nothing in this provision shall be construed to allow a district to withhold access to a student's name, address, and telephone listing from a military recruiter or institution of higher education by implementing an opt-in process or any other process other than the written consent request process above.

*20 U.S.C. 7908*

**Videotapes and  
Recordings**

A district employee must obtain the written consent of a child's parent before the employee may make or authorize the making of a

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videotape of a child or record or authorize the recording of a child's voice.

Exceptions

A district employee is not required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is to be used only for:

1. The purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
2. A purpose related to a cocurricular or extracurricular activity;
3. A purpose related to regular classroom instruction;
4. Media coverage of the school; or
5. A purpose related to the promotion of student safety under Education Code 29.022.

*Education Code 26.009 [See EHA, EHBAF, FM, and FO]*

**Information from  
Law Enforcement**

Oral Notice of  
Arrest or Referral

Upon receipt of oral notice from the head of a law enforcement agency or designee that the law enforcement agency has arrested a student or referred a student to the juvenile board for a specified offense [see GRAA], a superintendent shall immediately notify all instructional and support personnel who have responsibility for supervising the student. All personnel shall keep the information received confidential.

Written Notice of  
Arrest or Referral

Upon subsequent receipt of confidential, written notice of the arrest or referral, a superintendent or designee shall send the information in the confidential notice to a district employee having direct supervisory responsibility over the student.

Oral Notice of  
Conviction or  
Adjudication

Upon receipt of oral notice from a prosecuting attorney of a student's conviction, deferred prosecution, or adjudication of a specified offense, including a statement as to whether the student is required to register as a sex offender, a superintendent shall, within 24 hours of receiving the notice, or before the next school day, whichever is earlier, notify all instructional and support personnel who have regular contact with the student.

Notice of Transfer  
or Reenrollment

Upon receipt of notice from a parole, probation, or community supervision office having jurisdiction over a student that a student has transferred or reenrolled, the superintendent of the district to which the student transfers or returns shall, within 24 hours of receiving the notice, or before the next school day, whichever is earlier, notify all instructional and support personnel who have regular contact with the student.

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A person who receives information described above shall not disclose it except as specifically authorized by Code of Criminal Procedure 15.27.

Contents

Required oral or written notice must include all pertinent details of the offense or conduct, including details of any:

1. Assaultive behavior or other violence;
2. Weapons used in the commission of the offense or conduct;  
or
3. Weapons possessed during the commission of the offense or conduct.

*Code of Criminal Procedure 15.27(a)–(c), (f), (k)*

Information received by a district under this provision shall not be attached to the permanent academic file of the student who is the subject of the report. A district shall destroy the information at the end of the academic year in which the report was filed. *Education Code 37.017*

Duty to Flag  
Records

Upon receipt of notification from a law enforcement agency or the missing children and missing persons information clearinghouse that a child under 11 years of age who attended or who is enrolled in the school is missing, the school shall flag the child's records and maintain the records in its possession so that on receipt of a request regarding the child, the school will be able to notify law enforcement or the missing children and missing persons information clearinghouse that a request for a flagged record has been made.

*Request in  
Person*

When a request for a flagged record is made in person, the school may not advise the requesting party that the request concerns a missing child and shall:

1. Require the person requesting the flagged record to complete a form stating the person's name, address, telephone number, and relationship to the child for whom a request is made, and the name, address, and birth date of the child;
2. Obtain a copy of the requesting party's driver's license or other photographic identification, if possible;
3. If the request is for a birth certificate, inform the requesting party that a copy of a certificate will be sent by mail; and
4. Immediately notify the appropriate law enforcement agency that a request has been made concerning a flagged record and include a physical description of the requesting party, the identity and address of the requesting party, and a copy of the

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requesting party's driver's license or other photographic identification.

After providing the information listed above, the school shall mail a copy of the requested record to the requesting party on or after the 21st day after the date of the request.

*Request in  
Writing*

When a request for a flagged record is made in writing, the school may not advise the requesting party that the request concerns a missing child and shall immediately notify the appropriate law enforcement agency that a request has been made concerning a flagged record and provide to the law enforcement agency a copy of the written request. After providing the notification, the school shall mail a copy of the requested record to the requesting party on or after the 21st day after the date of the request.

*Removal of Flag*

On the return of a missing child under 11 years of age, the law enforcement agency shall notify each school that has maintained flagged records for the child that the child is no longer missing. On receipt of this notification, the school shall remove the flag from the records.

A school that has reason to believe that a missing child has been recovered may request confirmation that the missing child has been recovered from the appropriate law enforcement agency or the missing children and missing persons information clearing-house. If a response is not received after the 45th day after the date of the request for confirmation, the school may remove the flag from the record and shall inform the law enforcement agency or the missing children and missing persons information clearing-house that the flag has been removed.

*Code of Criminal Procedure 63.020-.022*