

STUDENT RECORDS

FL
(LOCAL)

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 A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

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/inactive students shall be retained for the period of time required by the District records retention schedules. No permanent records may be destroyed without explicit permission from the Records Management Officer. [See GBA]

CUSTODIAN OF RECORDS The principal is custodian of all records for currently enrolled students at the assigned school. The Records Management Officer is the custodian of records for students who have withdrawn. The student handbook distributed annually to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

TYPES AND LOCATIONS OF RECORDS Each record custodian, at respective sites, shall be responsible for the education records of the District. These records are specified in FL(REGULATION).

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. Any confidential

student records that are faxed will be prefaced with a confidentiality statement.

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.

FEEES FOR COPIES

Copies of records are available at \$.10 per page. This charge will be waived unless the number of copies exceeds nine pages. Each page will be assessed a \$.10 charge up to 50 pages. For copies exceeding 50 pages, the charge will be \$.85 for the first page and \$.15 per each additional page.

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

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.

EDUCATION

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

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.

SUBPOENAED RECORDS

All subpoenaed records shall be processed through the Records Management Department except when the subpoena is accompanied by a signed release authorization from the student whose records are being requested. In this case, the campus or department may process the subpoena.

DIRECTORY INFORMATION

The District has designated the following ~~categories of information~~ as directory information: student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

Unless, the parent objects to the use of ~~your~~ their child's information for these limited purposes, the school will not need to ask for parental permission each time the District wishes to use this information for the school-sponsored purposes listed.

A parent shall be permitted to object to the release of ~~one or more categories of~~ their student's directory information regarding his or

her child.

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