

STUDENT RECORDS

FL  
(LOCAL)

COMPREHENSIVE  
SYSTEM

The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials 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 non-enrolled/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] Only the records management department will destroy a student's cumulative record.

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 ~~at the assigned school.~~ The records management officer is the custodian of records for students who have withdrawn or graduated. The student handbook made available 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  
ACCESS BY  
PARENTS

The District cumulative record shall make a student's records be made available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. ~~The record~~ For in-person viewing, the records custodian or designee shall be ~~present~~ available 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 to be viewed shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the records 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 shall be prefaced with a confidentiality statement.

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**Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or 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 a parent, one copy of the record shall be provided at no charge.**

STUDENT RIGHTS

**A parent may continue to have access to his or her child's records under specific circumstances after the** ~~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. [SEE FL(LEGAL)]~~

ACCESS BY SCHOOL  
OFFICIALS

**A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.**

For the purposes of this policy, "school officials" shall **include:**

1. An employee, trustee, ~~mean any employees~~ or agents of the District, **including an attorney, a consultant, a contractor, a volunteer, and any outside service provider used by the District to perform institutional services.**
2. **An employee** of ~~a~~ cooperative of which the District is a member, or of ~~a facilities~~ **facility** with which the District contracts for placement of students with disabilities.
3. **A contractor** ~~The term also includes attorneys; consultants; independent contractors who are retained by~~ **a cooperative** ~~the District, by cooperatives of which the District is a member, or by facilities~~ **a facility** with which the District contracts for placement of students with disabilities;
4. ~~A~~ **and** parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

**All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.**

A school official ~~have~~ **has** a "legitimate educational interest" in a student's records when ~~they are~~ **he or she is:**

1. **Working** with the student;
2. **Considering** disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;

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3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. 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.

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.

**For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the time line provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), REQUIRED DOCUMENTATION] The District may return an education record to the school identified as the source of the record.**

RECORDS RESPONSIBILITY FOR STUDENTS IN SPECIAL EDUCATION The ~~official~~ **director of special education shall be** 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 department of special education.

PROCEDURE TO AMEND RECORDS Within 15 ~~school~~ **District business** 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~~ **District business** 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

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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~~ **District business** 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~~ **District business** 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 **at the respective campus which the student is currently enrolled. Subpoenaed records for students no longer enrolled at a district campus will be processed through the records management department.** ~~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; date and place of birth; 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 his or her child's information for 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 student directory information regarding his or her child.