

Policy JR: Student Records

Status: DRAFT

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STUDENT RECORDS

The Jackson County School District requires that a Mississippi cumulative record be maintained for each student currently enrolled in a school and that permanent records be kept in perpetuity for every person who has enrolled or is enrolled in a school. It is the policy of the Jackson County School District Board of Education that the principal of each school will be the legal custodian of all student records for that school. Contents of these records shall include, but not be limited to, the following:

1. Pupil's legal name and address
2. Pupil's birthdate, as verified by a certified birth certificate
3. Annual attendance record
4. Courses taken and grades or proficiency level earned
5. Health information, including immunization records
6. Results of standardized tests required by the State of Mississippi
7. Date of withdrawal or graduation
8. The date of any expulsion from the school system and a description of the student's act or behavior resulting in the expulsion
9. Any other information determined by the State Board of Education

Active permanent records are to be maintained in a secure and fire-resistant location in each school until the student withdraws or graduates, at which time the record may be transferred and/or placed on photographic film or microfilm in a central, fire-resistant depository.

The cumulative record (folder) shall contain the same information as the permanent record, as well as results of standardized tests and other information required by school board policies or prescribed by the State Board of Education.

Active cumulative records are to be maintained in a secure, fire-resistant location in each school. In the event a pupil transfers to a public school, then the cumulative folder shall be furnished to the head of the school to which the pupil transfers; if a pupil transfers to a private school, then a copy of the cumulative folder shall be furnished to the head of the school to which the pupil transfers. The permanent record shall be kept permanently by the school district from which the pupil transfers.

The district school board may order that cumulative folders, exclusive of the permanent record, may be destroyed after the permanent record is inactive for five or more years. At no time may a permanent record of a student be destroyed.

In an effort to protect the students' records of academic performance, the Jackson County School Board directs principals and counselors to store the permanent and cumulative records in the same location within the school building. State guidelines will be followed in the storing of these records.

The Jackson County School Board further directs the principal to dismiss from school any student whose parents/guardians fail to furnish the school with the following information:

1. Pupil's date of birth, as verified by a certified birth certificate. Any child enrolling in Kindergarten or Grade 1 shall present a certified birth certificate upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from the opening of the fall term shall be suspended until in compliance.
2. Parents' address
3. Record of attendance and grades
4. Immunization record
5. Other information as the State Board of Education may prescribe

The day(s) which the student misses as a result of not having this information on file will be unexcused.

To comply with the Family Educational Rights and Privacy Act, the Board has adopted written guidelines (School Board Policy **JRAD**/**JRAB**) which specify which district personnel shall have access to student records for the purposes of planning, implementing and reviewing students' instructional programs. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 35 CFR Part 99.

The following procedure will be used in the recording of grades on a pupil's cumulative and permanent records:

1. In the event a student does not receive credit for a subject because of excessive absences, expulsion, or drops out of school, NC will be recorded in the applicable place on the student's cumulative record and permanent record.
2. When a student completes a subject, the actual grade the student earned will be recorded in the appropriate place on the student's cumulative record and permanent record.

Notwithstanding any of the above provisions, no records which are in the process of being audited by the State Department of Audit, or which are the basis of litigation, shall be destroyed until at least twelve (12) months after final completion of said audits and litigation. '37-15-8

The Mississippi Public School Accountability Process Standard for this policy is 8.

LEGAL REF.: MS Code as cited

Mississippi Public School Accountability Standards

Family Educational and Privacy Act (FERPA)
