

Student Education Records Manual



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Approved
Franklin County School Board
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Forms

- Permission for Release of Student Records
- Student Withdrawal Form
- Age Certificate
- Student Record Log

Notice Defining School Officials

- District Personnel Authorization List

State of Florida General Records Schedule

- Record Schedule Updates

FERPA

Franklin County Public Schools

GUIDELINES RELATING TO STUDENT EDUCATIONAL RECORDS

IMPLEMENTATION OF PUBLIC LAW 93-380 20 USC 1232g
FLORIDA STATUTES SECTION 1002.22
STATE BOARD OF EDUCATION RULE 6A - 1.0955
FRANKLIN COUNTY SCHOOL BOARD POLICIES 4.15, 4.17, 4.31

I. THE LAW CONCERNING STUDENT RECORDS

On August 21, 1974, President Gerald Ford signed into law a series of legislative amendments known collectively as the Education Amendments of 1974. Among them is the amendment sponsored by Senator James Buckley entitled Family Educational Rights and Privacy Act of 1974 (FERPA, Public Law 93-380 20 USC 1232g). This amendment grants to parents and students over the age of 18 years the right to inspect, to challenge, and to control the release of personally identifiable information. In December 1974, the Congress adopted and the President signed a new Family Education Rights and Privacy Act (Section 513) Education Amendments of 1974 (Public Law 93-380 20 USC 1232g) that was designed to clarify ambiguities in the original bill sponsored by Senator James Buckley. In November 1996, changes were enacted modifying notification requirements.

Florida laws describing the handling of student records can be found in the following original sources:

Florida School Laws, Sections 1002.22

Florida State Board of Education Administrative Rules 6A-1.0955

This manual is promulgated pursuant to School Board Policy 5.70. It takes into account the original law, amendments, state laws and regulations, and district school board policy in order to provide a compilation of policies relating to student educational records. All existing memoranda, directives, and policies on student records are superseded by this document in accordance with School Board policy.

II. DEFINITIONS

A. Educational Institution

This term refers to the institution as a whole, including all of its components (such as schools, school centers, or departments of a school district or university) and shall not be read to refer to one or more of these components separate from that agency or institution.

B. Student Educational Records

Student educational records mean those records, files, documents, electronic data, and other materials which contain information directly related to students, which are maintained by a school or by a person acting for a school, and which are accessible to other professional personnel to facilitate the instruction, guidance, and educational progress of students.

This term does not include records of instructional, support, supervisory and administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other person. An instructor's personal notes on student performance are an example of this type of record.

C. Category A Information

This is permanent information contained in the student educational records. It is verified information of clear educational importance, which is retained indefinitely.

D. Category B Information

This is temporary information in the student educational records. It is verified information of clear educational importance that is subject to periodic review and elimination after meeting mandated retention requirements.

E. Category C Information

This is temporary information of transitory educational importance, contained in the student educational records. It may be destroyed, according to established procedures, at the principal or designees' discretion.

F. Directory Information

This is information which would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's legal name; image or likeness in pictures, videotape, film or other medium; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended; the subsequent educational institution attended; and academic work intended for publication or display. **Social Security numbers are not included in directory information.**

G. Student Recruiting Information

Student recruiting information includes the name, address, and telephone number of secondary school students. Under the provisions of the Patriot Act (20 USC 7908), this information is supplied on request to military recruiters and institutions of higher education. A parent or student may ask that student recruiting information not be released without prior written parental consent.

H. Child

A child is any person who has not reached the age of majority (18 years of age).

I. Student

A student is any child or adult enrolled in any instructional program or activity conducted by a district school board.

J. Adult Student

An adult student is any person who has attained 18 years of age and is enrolled in any instructional program or activity conducted under the authority and direction of a district school board. A student participating in a post-secondary instructional program is considered an adult student, regardless of age.

K. Parent

Parent includes a natural parent, guardian, or individual acting as the parent of a student in the absence of a parent or guardian. When appropriate, proper identification and/or support documents should be requested of the person who is presenting himself or herself as a parent or guardian.

L. Guardian

A guardian is a person lawfully invested with the power and responsibility of taking care of, and managing the property and rights of, a student. **For purposes of enrollment,** acceptable proof of guardianship consists of certified, dated court documents awarding guardianship.

M. Disclosure

Disclosure is permitting the access, release, transfer, or other communication of student education records, or the personally identifiable information contained therein, by any means to any party.

N. Consent

Consent is approval, permission, or agreement. Consent for the disclosure of student information must be provided in writing. In giving consent, a parent, guardian, or adult student must understand and agree, in writing, to the activity for which consent is sought. The written consent should state the specific activity (e.g., access to, release of, transfer of student records), identify the records, and name the person or agency approved to receive the student information.

O. Cumulative Student Record

The cumulative student record consists of Category A, B, and C information. This information may be retained electronically or in hard copy. Individual schools may add information of educational value to be included in the cumulative student record.

P. School Official

A school official is any person employed by a district school board, including those persons delivering services to the school system by a contract with the school board. **Student volunteers are not included in this definition.**

See the notice further defining school officials in the Appendix. It is an audit requirement that this notice be clearly posted in or around your records room.

Q. Legitimate Educational Interest

A legitimate educational interest is an assigned responsibility or job description for working with students or student records. For examples, see the job descriptions for teachers, counselors, records clerks, school office clerks, etc.

R. Legal Name

A legal name is one or more words used to identify a particular individual. A legal name usually consists of a given name, often the "first" name, and a family name, often the "last" name. The legal name may also include a middle name or initial. Once a legal name is established in a student record, it can be changed only upon presentation of a certified copy of a court order or other legal document effecting the change. (See School Board Policy 5.72, LEGAL NAME OF STUDENT)

S. Charter School

A charter school is an independent public school that operates under the sponsorship of a district school board or state university. The school operates under a "charter" or performance agreement defining curriculum, outcomes, and methods of assessment. (See 1002.33, F. S.)

III. PURPOSE AND CONTENT OF STUDENT EDUCATIONAL RECORDS

The cumulative record is under the control of the principal. The principal or a designee maintains a permanent cumulative record for each student enrolled in a public school. This record is maintained in the form and contains the data prescribed by State Board of Education regulations.

The purpose of student educational records is to provide professional personnel with a longitudinal student information system, in order to facilitate the instruction, guidance, and educational progress of students. In order to accomplish this, the cumulative record must be kept current.

No public educational institution shall maintain any report or record relative to a student which includes a copy of the student's fingerprints.

Schools are prohibited from maintaining copies of any and all Immigration and Naturalization Service (INS) documentation on their students.

This prohibition includes passports, visas, green cards, and all other INS documentation. Information contained in student educational records is classified as follows:

A. Category A Information

This is permanent information. It is verified information of clear educational importance, which is retained indefinitely. Category A information consists of the following data:

- 1) student's full legal name
- 2) authenticated birth date
- 3) place of birth
- 4) race
- 5) sex
- 6) last known address
- 7) name of parent or guardian
- 8) name and location of last school attended
- 9) number of days present and absent
- 10) date enrolled
- 11) date of withdrawal, graduation, or program completion courses taken and record of achievement. (i.e., grades, units, or certification of grade level

- competence)
- 12) immunization status, including vaccination status and dates
- 13) names and dates of persons reviewing student records

Hardcopy Category A information is found on the cumulative folder, the original registration form (when the student first entered the district), the immunization record, and the **Records Review Log**. Category A information is also maintained electronically in the Student Information System.

Hardcopy Category A information is retained in the schools until transferred to the district to be scanned and stored for permanent retention.

B. Category B Information

This is temporary information. It is verified information of clear educational importance, which is subject to periodic review and elimination after meeting mandated retention requirements. Category B information may include, but is not limited to:

1. health information (other than immunization record)
2. standardized test scores (exit skills)
3. honors and activities (including athletics)
4. personal attributes
5. work experience
6. list of schools attended
7. teacher and counselor comments
8. special reports

Category B information is retained in the schools until after it meets its mandated retention period in accordance with state requirements.

C. Category C Information

This is temporary information of transitory educational importance. It may be destroyed, according to established procedures, at the principal/designees' discretion.

1. student schoolwork (art work, math problems, answer sheets, test booklets)
2. notes from parents (absence excuses, tardy excuses, notes of transitory value; not parent correspondence)
3. blank forms (forms that are completely blank, or have only the student's name filled in)
4. duplicates (exact copies of documents)

Purging cumulative folders of Category C information is voluntary and undertaken only when the principal/designee determines it is necessary or desirable. Discarded records must be destroyed by shredding, to protect the confidentiality of student information.

NOTE: Any information not found on the lists of Category A, B, and C information should be assumed to be Category B information.

IV. MAINTENANCE OF STUDENT RECORDS

There shall be a permanent cumulative record for each student enrolled in a school. The cumulative record will consist of materials classified as Category A, B, and C information. Part of this information is kept in an electronic format on the Student/Management Information System. (MIS) The hard copy portion of the information may be kept in one folder for each student. However, Category B information may be kept in a separate location. For example, psychological reports and staffing team files are Category B information frequently maintained separately from the cumulative folder. In such instances, the principal/designee must devise a system for indicating that additional records exist and specifying where in the school they are located.

The cumulative record shall be kept current. It is the responsibility of the principal/designee to see that materials having an educational value are retained and transferred with the cumulative folder when a student changes schools within the district. Only employees who have been trained to work with confidential materials are permitted to work with student records. **Student volunteers shall not be delegated this responsibility.**

When no longer useful, Category C information may be removed from the cumulative folder and disposed of by shredding. It is the responsibility of the principal/designee to determine when Category C information will be pulled from cumulative folders.

Caution should be used when reviewing records for disposal. Those records having historical or chronological significance should be retained. Professional judgment regarding projected use must be exercised. A school may not dispose of any educational records for which there is an outstanding request to inspect and review.

V. ACCESS TO STUDENT RECORDS

Student records are confidential. Access to these records is limited to:

- A. Parents or guardians of students, under 18 years of age, who are attending any state or local educational agency, program, or institution, have the right to inspect

and review all records directly related to their children.

In case of separation or divorce, either parent may have access to a child's educational records. If a court order restricts this access to records, the residential parent shall provide the school with a certified copy of that order and any modifications.

Before disclosing psychological reports, social histories, and/or medical reports, an effort should be made to contact the departments that originated the documents. These departments can be helpful in providing staff to interpret and clarify the documents, avoiding the misinterpretation of data.

- B. Adult students, regardless of how recently they have enrolled or how long ago they graduated, may see their own records.

When students or former students become eligible to view their records, under the definition of an adult student, their parents no longer retain the right of access. However, the parents of an adult student retain their rights if the adult student is still considered a dependent for income tax purposes.

- C. If any material or document in the student educational record includes information on other students, the parent or adult student seeking access has the right to review and inspect only the specific information contained in those portions relating to said student. The information on other students must be removed or in some way obscured from access before inspection or review. **Do not permanently alter a student record when obscuring information on other students.**

- D. Parents of students under 18 and adult students may authorize others to access their records. The authorization must be written. It should be dated, name the person to whom permission is being given, specify the records to which access is allowed, and state the reason for the request. If the authorization does not identify specific records to be accessed, access is given to all records of the student.

- E. School officials in the same district, or in another district where the student has enrolled or seeks to enroll, having a "legitimate educational interest," are allowed to access records. **This does not include student volunteers.**

- F. State and national education agencies, when enforcing state or federal laws, and those agencies given permission by state statute prior to November 19, 1974, may access student records.

- G. Accreditation and research organizations helping the schools are allowed access to student records.

- H. Court orders and subpoenas can authorize access to student records.

The district shall comply with the request of an adult student, parent of a student under age 18, or other authorized individual or official to inspect and review student educational records. Compliance with a request shall be within a reasonable period of time, but in no case more than 30 days after the request has been made. (Subpoenas can set a shorter time

period for compliance.)

The right to inspect and review student records includes the right to reasonable requests for explanation and interpretation of the records. It includes the right to obtain copies of the records. A reasonable fee not to exceed 15 cents per page is allowed for copies of not more than 14 inches by 8.5 inches. An additional 5 cents per page may be charged for two-sided copies. A maximum of \$1.00 per copy may be charged for a certified reproduction of a record. (See 119.07(4), F. S.)

Whenever records containing student information are discarded, they must be discarded in a way that protects them from unauthorized access. Hardcopy information should be shredded or transferred to Central Records for disposal; electronic data should be erased.

VI. WAIVERS TO ACCESS

Students who are applying to or enrolled in a post-secondary institution may waive their right of access to confidential recommendations in three areas:

1. admissions
2. job placement
3. receipt of awards or honors

Waivers must be executed by the student, rather than the parent or guardian of the student, regardless of the student's age. The waivers will be in effect as long the recommendations remain in the records. Students can withdraw waivers; however, this only enables them to access those recommendations placed in the student records after the waivers were revoked. Waivers become void if the recommendations are used for any other purpose than the three specified above. An agency or institution cannot require waivers.

VII. RELEASE OF INFORMATION IN EDUCATIONAL RECORDS

The release of any student educational record or any personally identifiable information without the written consent of the parent of a student (under 18) or the adult student is prohibited. The consent must include the reason for the release, specify the records to be released, and identify to whom the records are being released. The signed and dated release must be maintained in the student's cumulative folder.

The following are exempt from the above prohibition:

- A. School officials, as determined by the district, who have a legitimate educational interest. **This does not include student volunteers.**
- B. Officials of other schools or school systems in which the student is enrolled or seeks to enroll. An official written request for copies of records from a receiving school or school system will be regarded as proof of the parents' knowledge of the release of records.
- C. The United States Secretary of Education, the Director of the National Institute of

Education, the Assistant Secretary for Education, the Comptroller General of the United States, the Auditor General of the State of Florida, or state or local educational authorities who are authorized to receive such information, subject to the conditions set forth in applicable federal statutes of the United States Department of Education, or applicable state statutes and rules of the State Board of Education.

- D. Officials of the Department of Juvenile Justice, law enforcement agencies, and other parties to a written interagency agreement, for the purpose of reducing juvenile crime, improving school safety, reducing truancy, and reducing suspensions and expulsions.
- E. Colleges, universities, the Social Security Administration, and various other agencies, in connection with a student's application for or receipt of financial aid.
- F. Organizations conducting studies for educational agencies or institutions in order to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction.
- G. Accrediting organizations, in order to carry out their accrediting functions.
- H. Legal authorities seeking information in compliance with judicial order or pursuant to a lawfully issued subpoena.
- I. For use as evidence in expulsion hearings.
- J. School readiness coalitions and the Florida Partnership for School Readiness, in connection with their assigned duties.
- K. In connection with an emergency, student information may be released to an appropriate person only if the information is necessary to protect the health and safety of the student or other persons.

The factors that should be taken into account in determining whether records may be released in connection with an emergency include the following:

1. The seriousness of the threat to the health or safety of the student or other person
2. The need for such records to meet the emergency
3. Whether the person to whom such records are released is in a position to deal with the emergency
4. The extent to which time is of the essence in dealing with the emergency

When releasing information in connection with an emergency, a notation should be made on the **Records Review Log** indicating the information released, the individuals receiving the information, and the reasons for obtaining the information.

Whenever information is released to an organization or individual, other than the parent, guardian, or adult student, the law requires schools to provide a written notification to the organization or individual, stating that the data cannot be released in a personally identifiable form to any other party, without first obtaining the consent of the parent, guardian or adult student.

VIII. SUBPOENA PROCEDURES

Florida Rules of Procedure require that a subpoena be served in person. Except for witness subpoenas served in person, all subpoenas shall be forwarded to the attention of the School Board Attorney.” Note: Any subpoena for the release of student’s education records shall be delivered to the Records Custodian. The records clerk shall immediately contact and forward the document to the School Board Attorney for review and direction.

The district records clerk will place a copy of the subpoena in the student's cumulative folder and note compliance with the subpoena on the **Records Review Log**.

IX. RELEASE OF INFORMATION WHEN INITIATING REFERRALS TO COMMUNITY SERVICES

Before requesting referral action to any community service, written permission must be obtained from the adult student, parent, or guardian for release of records and/or information contained in the school records. When there is no written consent specifying that records are to be released, the referral letter should instead include a statement that the parent or adult student has refused to voluntarily consent to the release of records.

X. PUBLIC NOTIFICATION OF THE RIGHT TO REVIEW AND INSPECT STUDENT RECORDS

Each school must provide parents, guardians, and adult students annual notification of their right to inspect and review student educational records. The notification should be distributed at the beginning of the school year. Provisions should be made for the effective notification of parents, guardians, or adult students having a primary language other than English. The principal may determine the exact nature of the notification and the procedures for its delivery. However, the notice must inform parents and adult students of the following:

- A. the right to inspect and review the student's education records
- B. the right to seek amendment of records that are inaccurate, misleading, or otherwise in violation of the student's privacy rights
- C. the right to consent to the disclosures of personally identifiable information
- D. the right to file a complaint alleging failure of the school district to comply with the requirements of FERPA
- E. the procedure for accessing records for inspection and review
- F. the procedure for requesting the amendment of records
- G. the procedure for challenging the content of educational records
- H. criteria for determining who constitutes a school official

XI. PUBLIC NOTIFICATION REGARDING THE RELEASE OF DIRECTORY INFORMATION

Each school must provide parents, guardians, and adult students annual notification that the school may disclose student directory information. Directory information includes:

1. student's full legal name
 2. image or likeness in pictures, videotape, film, or other medium
 3. dates of attendance
 4. major field of study
 5. participation in officially recognized sports and activities
 6. height and weight of athletic team members
 7. degrees and awards received
 8. most recent previous educational institution or agency attended
 9. subsequent educational institution attended
 10. academic work intended for publication or display
- A. The information designated as directory information can be released without the written consent of parent, guardian, or adult student under the following provisions:
- B. An annual public notice must be published identifying the categories of personally identifiable information designated as directory information. This notice must notify the parents, guardians, or adult students that they have the right to refuse permission for the release of any and all directory information. The annual notice is published in the *Code of Student Conduct*.
- C. To refuse permission for the release of directory information, the parent, guardian, or adult student must provide the school with a written objection, within the time limit specified in the notice. All district schools and departments must respect the right to refuse permission for the release of directory information.
- D. The home address, home phone number, birth date, social security number, and parent's names are not included in the definition of directory information. This information can only be released in accordance with the provisions of Section VII. RELEASE OF INFORMATION IN EDUCATIONAL RECORDS.
- E. The directory information of a person who has been the victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence is confidential, upon receipt of a written request for confidentiality from the victim. (See 119.07(3)(s), F.S.) The request must include official verification that an applicable crime has occurred. This exemption expires five years after receipt of the request.
- F. The latest response to the annual notification regarding the release of directory information remains in force when a student is no longer active in the district. If the response cannot be determined from the available student records, directory information cannot be released.

- G. If there is no written objection, student directory information is open to public inspection under the Florida Public Records Law. However, directory information relating to the student body in general or a specific portion of the student body cannot be released unless it is normally published for release to the general public. (See 1002.22(3)(d), F.S.)
- H. When a parent, guardian, or adult student refuses permission for the release of all or selected directory information, that objection should be stamped or otherwise noted on the student's records. **Only staff at the school or department holding a student's records should release directory information.**

XII. PUBLIC NOTIFICATION REGARDING THE RELEASE OF STUDENT RECRUITING INFORMATION

Under the requirements of the Patriot Act, School districts must provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone numbers. This information can be released without the prior notification or consent of parents, guardians, or adult students.

Parents, guardians, and students, at any time, have the option of requesting that student recruiting information not be released without prior written parental consent. The district must notify parents of this option, and comply with any request. This notification is published in the *Code of Student Conduct*.

XIII. FEES FOR REPRODUCTION OF RECORDS

A maximum fee of 15 cents per page is allowed for copies of not more than 14 inches by 8.5 inches. An additional 5 cents per page may be charged for two-sided copies. A maximum of \$1.00 per copy may be charged for a certified reproduction of a record. (See 119.07 (4), F.S.)

XIV. FEDERAL OFFICE AND REVIEW BOARD

Complaints regarding violations of the rights accorded parents, guardians, and adult students by the Family Educational Rights and Privacy Act may be submitted in writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

XV. AGE CERTIFICATES

Under Florida State Child Labor Laws, children under 18 are required to provide employers with proof of their age. One means of satisfying this requirement is to obtain an age certificate from a school attended by the child.

AGE CERTIFICATE PROCEDURES

Verify that the requestor is a current or former student of Franklin County Schools. **Only a current or former student may obtain an age certificate from the district.** Determine if the student's records are held in your school.

If the student's records are not held at your school, refer the student to the appropriate location. If the student's records are held in your school, use those records to complete the Franklin **County Schools Age Certificate**. Mark the evidence used for verification of age on the back of the district copy of the form.

Give the original age certificate to the requestor. Retain district copies of completed age certificates at the school. Upon receiving permission for destruction, dispose of district copies by shredding or transfer to Central Records.

XVI. PERIODIC REVIEW OF RECORDS

The principal/Designee is responsible for establishing appropriate procedures for the periodic review of personal data collected on students. This periodic review provides an opportunity for the identification of any records that are inaccurate, misleading, or in violation of the privacy or other rights of the student. It provides an opportunity for the correction or expungement of the records so identified.

The principal is responsible for removing the material in question. No notation or reference shall be made in the student record or in any other records maintained by the school regarding the nature of the materials expunged. A general notation shall be made on the **Records Review Log** stating that records have been expunged. Once a request for access has been made, information shall not be expunged until after the appropriate party has had an opportunity to review the information.

XVII. RIGHT TO CHALLENGE THE CONTENTS OF STUDENT RECORDS

By law, a parent, guardian, or adult student has the right to a hearing to challenge the content of their child's school records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or

otherwise inappropriate data contained therein. The procedures are as follows:

A. Informal Conference

Upon receipt of a written request from a parent, guardian, or adult student to amend or delete certain portions of a student's records as inaccurate, misleading, or otherwise inappropriate, the school principal arranges for an informal conference. Most requests can be resolved at the school level through an informal conference. The principal can agree to a request to amend or delete records, agree in part, or deny the request. Records are deleted in accordance with district expungement procedures. See XVIII. MECHANICS OF EXPUNGEMENT. If efforts to resolve the request through an informal conference fail, the parent, guardian, or adult student is given a written decision within 10 school days after the conference. The written decision should state the reason(s) for denial of the request. A copy of the decision is forwarded to the appropriate Area Superintendent.

B. Appeal Hearing

If dissatisfied with the outcome of the informal conference, or if no decision has been rendered within 10 days of the conference with the principal, the parent, guardian or adult student may file a formal grievance with the office of the Superintendent. The Superintendent will schedule a hearing within a reasonable period of time to review the expungement request.

The parties to the grievance are responsible for arranging the attendance of witnesses. The office of the Superintendent of Schools will notify the parties of the date, time and place of the hearing.

Those permitted in the hearing room during the appeal hearing include:

1. Superintendent
2. those named as filing the grievance, or in the case of a large group, representatives of the group
3. counsel for the aggrieved persons and for the administration
4. school system personnel involved in the grievance
5. witnesses
6. secretaries to record the proceedings

Upon request of the parent, guardian, or eligible student the hearing shall be exempt from the public meeting requirements of s. 286.011, FS. [See s. 1002.22(3)(c), FS] The parent or student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the grievance. Witnesses will remain in another room; they will be called individually to testify.

The Superintendent will render a written decision to all interested parties within 10 school days of the completion of the hearing.

C. Right of the Aggrieved to a Statement of Inclusion

If dissatisfied with the disposition of an appeal, the aggrieved person shall be informed of the right to place a statement in the student records. This statement will consist of a comment on the information in the records and/or set forth any reasons for disagreement with the decision of school personnel to retain the information in the student's records.

XVIII. MECHANICS OF EXPUNGEMENT

When information contained in a student's records is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the principal has the right and responsibility for making the decision to expunge that information. Before removing or amending a document produced outside the school, the principal shall notify the office, department, or service responsible for that document. Special consideration shall be given to departments, such as the Department of Exceptional Student Education, that face federal, state, or local audits with records retention requirements distinct from those of the district.

EXPUNGEMENT PROCEDURES

Request the expungement of student records. The request is in writing, and dated. The written request identifies the information to be expunged.

Write a response to the request for the expungement. The expungement request can be denied, approved, or approved in part.

If the request is denied, or only approved in part, include the reasons for denial in the written response. Note that a denial can be appealed through a hearing with the superintendent. Forward a copy of the response to the superintendent. If the request is approved, forward the written request, principal's response, and expunged records to the Director of Human Resources.

For Expungement of Exceptional Education Data from Pre-K Student Records Only.

After completion of Survey 5, print out a copy of the student permanent record from the MIS. Delete exceptional student data and class schedule data from the electronic record. **(NOTE: Because of reporting requirements, this data must NOT be deleted before the completion of Survey 5.)** Print out a hard copy of the expunged version of the student permanent record. Forward "before" and "after" printouts to the Director of Human Resources. Continue Procedure with Step 5.

Check MIS for other schools having the expunged records in their history files. Forward copies of the "before" and "after" printouts to these schools so that similar changes can be made.

For Expungement of Exceptional Education Data From Elementary Student Records Only.

After completion of Survey 5, print out a copy of the student permanent record from the Student Information System. Delete exceptional student data from the electronic record. Change exceptional education classes in class schedule data to their regular education equivalents. **(NOTE: Because of reporting requirements, this data must NOT be deleted before the completion of Survey 5.)** Print out a hard copy of the expunged version of the student permanent record. Forward "before" and "after" printouts to the Director of Human Resources. Continue procedure with Step 5.

Check MIS for other schools having the expunged records in their history files. Forward copies of the "before" and "after" printouts to these school so that similar changes can be made.

For Expungement of Exceptional Education Data from Middle and High School Student Records Only.

Forward a copy of the written request for records expungement and the memo of permission to the Director, Department of Exceptional Student Education. Continue procedure with Step 4.

For Expungement of Exceptional Education Data from Middle and High School Student Records Only.

After completion of Survey 5, print out a copy of the student permanent record from the Student Information System. Delete exceptional student data from the electronic record. Identify and substitute equivalent regular education classes for exceptional education classes in schedule. **(NOTE: Because of reporting requirements, this data must NOT be deleted before the completion of Survey 5.)** Print out a hard copy of the expunged version of the student permanent record. Forward "before" and "after" printouts to the Director of Human Resources.

Check MIS for other schools having the expunged records in their history files. Forward copies of the "before" and "after" printouts to these schools so that similar changes can be made.

Write a letter to the requesting person explaining sealed records procedures. Send the expunged records, student permanent record printouts (if applicable), written request, principal's memo of permission, and letter of explanation to the Director of Human Resources.

Seal records in an envelope. Retain sealed records separate from other student records. Open records only in the presence of the requesting person, Director of Human Resources, Superintendent, or Director of Special Programs (ESE), or designee(s).

Indicate on the **Records Review Log** that records have been expunged.

Do not note the nature or content of the records.

XIX. TRANSFER OF STUDENT CUMULATIVE RECORDS

The transfer of student records shall be made immediately upon receiving a signed written request from an adult student, the parent or guardian of a student under 18, or an educational institution in which the student seeks to enroll. It is not necessary to obtain parental permission before responding to a request for records from the officials of a school in which the student is enrolled or seeks to enroll. The request is considered evidence of the parent's permission.

Other requests for transfer of student records must be authorized in writing by the parent, guardian, or adult student. File the signed release form in the student's cumulative folder at the school.

The transfer of student records shall not be delayed for nonpayment of a fee or fine assessed by the school. (See State Board of Education Regulation 6A-1.0955 (7)(c).)

A. Transfer of Student Records to a K-12 Franklin County Public School

The entire Student Cumulative Record will be transferred upon receiving the official request from a school in which the student enrolls. All Category A and B information is transferred to the receiving school.

When an ESE student changes schools during the school year, it is important that the records are forwarded as soon as possible. This allows the new school to continue provision of needed ESE services.

The sending school retains:

- A. A chronological list of the names of all students transferred
- B. The date of records transfer for each student
- C. The name of the receiving school

For student records transferred as part of the annual mass transfer process, retain a copy of the **List of Transferring Students**. It is not necessary to make copies of student records when transferring them to other public schools within Franklin County.

B. Transfer of Student Records to a Charter School

A charter school operating in Franklin County, under the sponsorship of the Franklin County School Board, is considered part of the Franklin County School District. Student records are transferred to these charter schools under the same procedures followed for any other Franklin County school.

Charter schools operating outside of Franklin County, or under the sponsorship of an agency other than the Franklin County School Board, are considered out-of-county schools. Provide copies of Category A and Category B information upon receipt of an official written request from a school official, parent or guardian. Do not send original student records. Staffing folders, psychological reports, and reports of truancy remediation are Category B information; they must be included in the records copied and provided in response to these requests.

C. Transfer of Student Records to ESE Cooperative Out-of-School Programs, Dropout Prevention Sites, Adult Centers, Adult High Schools, Technical Education Centers, Private, Parochial, or Out-of-County Schools

Do not transfer the original student cumulative record to any ESE cooperative out-of-school program, Dropout Prevention site, adult high school, technical education center (unless for a high school program), private, parochial, or out-of-county school. Provide copies of Category A and Category B information upon receipt of an official written request from a school official, parent or guardian. Staffing folders, psychological reports, and reports of truancy remediation are Category B information; they must be included in the records copied and provided in response to these requests.

List of Transferring Students

The List of Transferring Students specifies the following documents for check off.

PERMANENT RECORD - This item includes the cumulative folder.

ORIGINAL REGISTRATION - This is the completed registration form from when a student first entered the Franklin County School System. If the original registration is not available, the oldest registration form in the folder should be kept. The more recent forms are pulled from the cumulative folder.

CUMULATIVE HEALTH RECORD - This includes all health information in the cumulative folder-- physical, immunization record, vision/hearing screening, height/weight graph, medication cards, records of clinic visits, etc.

IMMUNIZATION RECORD - Although this is part of the Cumulative Health Record, it needs to be checked off on the List of Transferring Students separately.

BIRTH VERIFICATION - Every effort should be made to obtain a copy of the birth certificate for every student.

HOME LANGUAGE SURVEY - If more than one completed form is in the cumulative folder, only the newest one should be kept.

CONFERENCE REPORTS – All conference reports are left in the cumulative folder.

ESOL FOLDER - Not all students are expected to have this folder.

ESE STAFFING FOLDER - Not all students have staffing information in their cumulative folder. Leave the corresponding box on the checklist blank if a student does not have staffing records. All staffing information is to be left in the cumulative folder, even if it is not in a staffing folder. For example, such forms as **Permission to Test** and **Lack of Eligibility** may not be in a staffing folder, but should be left in the cumulative folder.

RECORDS REVIEW LOG - Not all students are expected to have this log.

GOOD CAUSE PORTFOLIO – Leave only the cover page and documentation of promotion or retention. The remainder of the portfolio is purged. Not all students are expected to have this paperwork.

504 PLAN FOLDER – Not all students are expected to have this folder.

LEGAL PAPERS – These include court orders, subpoenas, divorce decrees, custody papers, legal change of name, etc. Not all students are expected to have legal papers in their cumulative folders.

E. Transfer of Inactive Student Records to District Records

Category A information is retained permanently by the school district. District Records microfilms hard copy Category A information in order to protect the records from damage by insects, water, paper deterioration, and other hazards.

Category B information, after meeting retention requirements, is shredded.

Preparing K -12 Inactive Student Records for Transfer

The procedure is the same whether preparing elementary, middle, high school, or exceptional student education center records for transfer.

Separate Category A information from Category B.

Category A Information

1. Remove all staples, paper clips, and loose pictures from the cumulative folder.
2. Verify:
 - a. that the name of the school appears on the cumulative folder;
 - b. that the name and birth date of the student are legible;
 - c. that the withdrawal, graduation, or program completion date is noted on the cumulative folder or otherwise provided.
3. File the records alphabetically.
4. Pack the records in records storage boxes. **Records in other boxes will not be accepted.** Place the records upright in the boxes as you would in a file drawer.

Category B Information

1. Category B information, after meeting retention requirements, is shredded.

Preparing Adult/Vocational School Inactive Student Records for Transfer

Separate Category A information from Category B.

Category A Information

1. Remove staples, paper clips, and loose pictures from Category A records.
2. Verify:
 - a. that the name of the school and the course, class, or program appear on the Category A records;
 - b. that the name, birth date, and social security number of the student are legible;
 - c. that the program completion, withdrawal, or transfer date appears on the Category A records;
 - d. that the final grade is indicated, if applicable;
 - e. that graduation, course completion, or competency achieved is indicated, if applicable.

3. Pack the records in records storage boxes. **Records in other boxes will not be accepted.** Place the records upright in the boxes as you would a file drawer.

Category B Information

1. Category B information, after meeting retention requirements, is shredded.

The Superintendent of Schools or a designee is responsible for the privacy and security of all student records that are not under the supervision of a school principal. The following information is necessary for audit.

KIND OF RECORD	LOCATION	CONTACT PERSON(S)
<p>Teacher-based: Materials used by the teacher who works with the student.</p>	<p>In the school or center where the student is enrolled.</p>	<p>Principal or designee of the school or center where the student is enrolled.</p>
<p>Active Student Records: Contains Category A and Category B information as detailed in records policy.</p>	<p>In the school or center where the student is enrolled.</p>	<p>Principal or designee of the school or center where the student is enrolled.</p>

<p>District Records Department: Contains information and materials about students who are served by the Exceptional Student Education Department (ESE). May include correspondence and reports from agencies and private professionals.</p>	<p>In the school or center where the student is enrolled, the district records department, or the district ESE department.</p>	<p>District Staffing Specialist, District Records Clerk, Guidance Counselors, District ESE office.</p>
<p>Inactive Student Records. Inactive records that have been transferred to the District Records Department for storage or microfilming.</p>	<p>District Records Department.</p>	<p>District Records Clerk.</p>
<p>Microfilmed Records: Inactive records that have been filmed and stored.</p>	<p>District Records Department.</p>	<p>District Records Clerk.</p>

XXI. SYSTEM TO MONITOR COMPLIANCE

District Records personnel will monitor schools to determine if schools are in compliance with School Board Policies and procedures on student educational records which are included in this manual. The monitoring system will include periodic checking at selected schools; memos to principals and records clerks; meetings with principals and records clerks; a review of records sent to be stored or microfilmed; and other assistance as requested by each school.

XXII. AUDIT OF STUDENT ENROLLMENT

The Auditor General shall periodically examine the records of school districts, and other agencies as appropriate, to determine compliance with law and State Board of Education rules relating to the classification, assignment, and verification of full-time equivalent student enrollment and student transportation reported under the Florida Education Finance Program. (See 1010.305 (1), F.S.)

XXIII. MAINTAINING AUDITABLE FTE RECORDS

Each school district shall maintain documentation adequate to support the full-time equivalent STUDENT membership of the district. Such documentation shall include, but

not be limited to, all student membership survey forms, all student attendance records, and all student schedule records. These records shall be maintained in auditable condition, shall be made available to the Department for auditing, and shall be kept for a period of three (3) years or until completion of audit, whichever period is longer. (See Florida State Board of Education Administrative Rules 6A-1.04513.)

XXIV. RELATED INFORMATION SOURCES

For related information see *The Franklin County School Board Policy Manual* located at the District Administrative Office, Franklin County Schools, or on the District website at www.franklincountyschools.org

XXV. APPENDICES

Forms

- Permission for Release of Student Records
- Student Withdrawal Form
- Age Certificate
- Student Record Log

Notice Defining School Officials

- District Personnel Authorization List

State of Florida General Records Schedule

- Record Schedule Updates

FERPA

**PERMISSION FOR RELEASE
OF STUDENT RECORDS**

Franklin County School District
85 school Road, Eastpoint, Florida 32328
Phone: 850.670.2810 Fax: 850.670.2811



DATE: _____
STUDENT ID: _____
LOG NUMBER: _____

I, _____ hereby authorize Franklin County School District to:
(Parent/Guardian/Eligible Student)

- Allow the review the following portions of the records regarding my child
- Copy the following portions of the records regarding my child

Name: _____ Date of Birth: _____

Aliases and/or Maiden Name(s): _____

Social Security Number: _____ Last School Attended: _____

Graduation Year: _____ Date of Withdrawal: _____

Authorized Signature: _____ Relationship to Student: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (____) _____ - _____ Cell Phone: (____) _____ - _____ Other Contact #: (____) _____ - _____

Purpose: _____

<u>Records requested:</u>	_____	<u>Records released:</u>	<input checked="" type="checkbox"/>
ESE Records	_____ <input type="checkbox"/>	Transcript	_____ <input type="checkbox"/>
Shot Records	_____ <input type="checkbox"/>	GED Records	_____ <input type="checkbox"/>
Social Security Card	_____ <input type="checkbox"/>	Graduation Date	_____ <input type="checkbox"/>
Birth Certificate	_____ <input type="checkbox"/>	Other:	_____ <input type="checkbox"/>

Records may be released to the following agencies:

1. _____
2. _____
3. _____

Agency Address: _____

Phone: _____ Fax: _____

Personally identifiable information which is disclosed to an institution, agency, organization, or individual, etc., may be used by its officers, employees and agents, but only for the purpose for which disclosure was made. The disclosed information may not be released to any other party without the prior written consent of the parent or eligible student. (JM.06.13.12)

STUDENT WITHDRAWAL FORM



SCHOOL WITHDRAWING FROM
 FRANKLIN COUNTY K-12
 LEARNING CENTER
 F.C. ACADEMY
 F.C. PREKINDERGARTEN

STUDENT ID: _____
 DATE: _____
 LOG NUMBER: _____

Student Name: _____ Date of Birth: _____
 Aliases and/or Maiden Name/Nick Name(s): _____
 Address: _____
 Phone: _____ Cell: _____ Other: _____
 Sex: M ___ F ___ Grade: _____ Locker #: _____ Date of Withdrawal: _____
 Reason for Withdrawal: _____

The following information must be provided before a student can officially withdraw from school.

Subject	Books Returned?	Current Grades	Teachers Signature

Library Book(s) Returned: _____
 Media Specialist Signature

Transcript to be sent to:

Note: If a high school student is withdrawing, an exit interview must be completed with the Guidance Counselor.

 Parent's Signature

 Guidance Counselor's Signature

**FRANKLIN COUNTY
SCHOOL DISTRICT
AGE CERTIFICATE**



DATE _____
STUDENT ID _____
LOG NUMBER _____

85 School Road, Eastpoint, Florida 32328
Telephone - 850.670.2810 Fax – 850.670.2811

Applicant Name _____ Sex Male Female

Applicant Address _____

Date of Birth _____ Social Security Number _____

Signature of Applicant _____

The birthday of this applicant has been verified by one of the evidences authorized by section **450.045, Florida Statutes**.

- A. Any person who hires, employs, or suffers to work any child shall, in addition to the limitations provided in this part, first obtain and keep on record during the entire period of such employment proof of the child's age. This requirement shall be satisfied by:
- A photocopy of the child's birth certificate;
 - A photocopy of the child's driver's license;
 - An age certificate issued by the district school board of the district in which the child is employed, certifying the child's date of birth; or
 - A photocopy of a passport or visa which lists the child's date of birth.
- B. Any person who hires, employs, or suffers to work any minor shall post at a conspicuous place on the property or place of employment, where it may be easily read, a poster notifying minors of the Child Labor Law, to be provided by the division upon request. **History.**—s. 5, ch. 81-192; s. 10, ch. 91-147.

Signature of School Records Clerk

Signature of School District Official

Date Issued

Date

NOTICE DEFINING SCHOOL OFFICIALS

DISTRICT PERSONNEL AUTHORIZATION LIST **FOR ACCESS TO STUDENT RECORDS**

It is the responsibility of the principal to properly store and maintain records of students. Records must be maintained in compliance with state laws, state administrative rules, and local school board policies. The location of these student records must be in compliance with the location identified in the table in Section XIX of the Student Educational Records Manual.

There are three purposes for maintaining student records. The first is to facilitate instruction. The second is to provide guidance. The third is to maintain a record of the educational progress of students, adult students, and programs operated under the authority and direction of the district school board. Personally identifiable records or reports of a student or adult student may be released to organizations listed in Section VII of the Student Educational Records Manual. Section II. DEFINITIONS, Paragraph 0. SCHOOL OFFICIAL and Section V. ACCESS TO STUDENT RECORDS, Paragraph E. are further defined to include the following personnel:

- **Superintendent of Schools**
- **Assistant Superintendents**
- **District Directors and Supervisors**
- **ESE Personnel**
- **Student Services Personnel**
- **Alternative Education Personnel**
- **School Board Attorney, Staff Attorney, and Assistant Attorney**
- **School Resource Officials**
- **Personnel outside the regular employment of the district who have been granted access through a contract**
- **Adult volunteers who have received special district-approved training in the appropriate handling of student records**

This notice and a list of your faculty members and itinerants must be posted in a conspicuous location in your records room or area. Any person other than those listed above or on your faculty list requesting data must obtain permission from the principal and/or the appropriate district administrator.

