

COLCHESTER SCHOOL DISTRICT**POLICY: DISTRICTWIDE POLICY ON STUDENT RECORDS****DATE ADOPTED:** May 6, 1998**INTRODUCTION**

Federal and state laws and regulations require that schools maintain transcript and academic records on all students who attend and/or graduate from Colchester schools. Annually, the school district must notify parents of students of their rights under the Family Educational Rights and Privacy Act (FERPA) and, as applicable, the Individuals with Disabilities Education Act (IDEA). This policy clarifies the procedures used in the Colchester School District for the maintenance, disclosure, transfer and destruction of all student records.

DEFINITIONS

STUDENT CUMULATIVE RECORD. Individual student confidential files include a broad range of information that may be handwritten, printed, computer generated, and/or otherwise electronically produced. Such information will include: student's date/place of birth; personal information; parent and/or legal guardians' names and addresses; grades; test scores; records or letters from other schools; medical/health records; attendance documentation; and special education documents, if applicable.

EXCLUSIONS. Some student information is specifically excluded from an individual's cumulative record. This information includes: personal notes made by a teacher or administrator that have not been shared with others; law enforcement records that are created and maintained by the police or courts; and records obtained by the school district after the individual is no longer a student in the district.

DIRECTORY INFORMATION. Parts of a student's cumulative file may be made public. Such information may include: student's name and address; grade placement; honor roll status; degrees/awards received; participation in sports or other school activities; weights/heights of athletes; dates of attendance; and date of graduation.

TRANSCRIPT. A transcript may include but is not limited to: student's name, date of birth, last known address, courses, grades and grade point averages, date of separation, diploma/certificate of completion and dates awarded.

POLICY STATEMENT

In compliance with all federal and state laws and regulations, the Colchester School District shall maintain individual cumulative files on each student who has been enrolled in the district. These confidential, cumulative files, and transcripts may be accessed by teachers, administrators, or

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other professionals employed by the district who need such information to effectively carry out their official responsibilities. For any student who graduates from or drops out of any school in the Colchester School District, the district shall maintain, without time limitation, the information defined as a transcript. Students and/or former students may access copies of their own transcripts at anytime.

Individual schools will maintain any Destruction of Records Forms, including any amendments, explanations, and/or corrections to a record for as long as the record (or contested portion thereof) is maintained. The district will adhere to Family Educational Rights and Privacy Act guidelines as they pertain to special education records.

Ultimately, the Superintendent of Schools is responsible for the collection and maintenance of all educational records and for educating staff regarding such records as well as parent/student rights concerning access to these records.

PROCEDURES

LOCATION. Individual schools shall maintain files on the students currently attending their school. These cumulative records shall be maintained in locked, preferably fireproofed, file cabinets. Each school principal assumes direct responsibility for the files in his/her school and for transferring files to other schools or to storage, as appropriate. The files of current special education students are maintained by the students' case managers in their assigned schools. The Coordinator of Special Education stores the files of any students who are no longer eligible for such services or who have now graduated from our school district.

ACCESS. The following individuals or groups shall be granted access to student records: school personnel who need such access in order to fulfill their roles; officials from another school to which the student is applying; federal, state, or local government officials, as provided by law; parents of dependent students (including natural, adoptive, educational surrogates, or legal guardians); students who are eighteen years of age or older; appropriate officials in health or safety emergencies; and in compliance with a judicial order or lawfully issued subpoena.

Whenever questions of access arise, school principals and/or the special education coordinator should be contacted first. If questions or concerns cannot be resolved at this level, the Superintendent of Schools will intervene. If necessary, a legal opinion will be obtained.

NOTIFICATION. The Colchester School District shall annually notify parents/legal guardians of their rights under the Family Educational Rights and Privacy Act (FERPA).

Parents/guardians of children with special needs shall be informed of their rights under the Individuals with Disabilities Education Act (IDEA-B). Such notifications shall be made in the following publications: student/parent school handbooks; school and/or district newsletters; the local newspaper; and through cable access television announcements. Copies of both FERPA and IDEA legislation are available at the district administrative office.

In situations where a student's home language is known to be non-English or where there is no written language facility, notification shall be made in an effective manner including parents' native language unless it is clearly not feasible to do so.

FEES. A single copy of a student's records shall be provided to a parent/legal guardian as requested without charge. Also, two copies of a student's high school transcript will be provided to parents/legal guardians/students, where appropriate, without charge.

A fee per page will be charged to parents/guardians for copies of student records other than those described above. Requests for copies of records from others who have legitimate access but are not parents or students, shall be billed per page. The rates will be established by the Central Office.

TRANSFER OF RECORDS. When a student transfers to another school district, his/her complete, original record shall be forwarded. Copies of special education records will be maintained for a period of five years to satisfy federal audit and other compliance issues.