

## **Student Records**

Student records are maintained in accordance with the Federal Family Educational Rights and Privacy Act of 1974 and the Colorado Open Records Law. The administration shall develop regulations to assure parents (and students eighteen years of age or older) that they may have access to their child's education records and that each student's right to privacy shall be protected by limiting the transferability of education records without prior written consent of the parent or eligible student.

Adopted: 1971

Revised: October 26, 1979

Revised: August 17, 1981

Revised To Conform with Practice: Date of Manual Adoption

Revised: May 2000

LEGAL REFS.: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974)  
34 C.F.R. 99.1 *et seq* (regulations)  
C.R.S. 24-72-204

## **Student Records**

### 1. Content and Custody of Records

Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns.

All requests for inspection and review of education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each individual's record. (Such request/information record shall be made available to the parent or eligible student upon request in accordance with the following requirements.)

The building principal shall be the official custodian of the records of students in his/her building. Records of any student who has either graduated or withdrawn from the district will be sent to the district administration building two years after the year of graduation or withdrawal. (See district guidelines on current records maintenance and preparation of inactive records for shipping to the administration building.)

### 2. Access to Records

A parent or guardian shall be able to inspect and review the student's education records. If a student is 18 years of age or older, the student may inspect his or her own records. Such student 18 years old or older shall be known as an "eligible student."

The building principal shall provide such personnel as are necessary to give explanations and interpretations of the student records when requested by parents or the eligible student.

- a. A request to see the file must be submitted on an official district form by the parent, guardian or student to the principal of the school attended by the student, or in some instances, to the supervisor of student records.
- b. The principal, upon receiving the request, will set a date and time for inspection and review of the records. In no case will the date set be more than three working days after the request has been made.
- c. The parent/student shall examine the file in the presence of the principal or another person permitted by policy and designated by the superintendent. Only the following certificated personnel are designated by the superintendent: Assistant Superintendent, Director of Instruction, Director of Student Services,

the principal, assistant principal, counselor, or in case of inactive records, the supervisor of student records.

The record itself shall not be taken from the school building. However, upon request, one copy of the records shall be provided within a reasonable time to the parent or eligible student at a cost of \$1.25 per page.

A record of access and of requests shall be maintained by the District.

- a. All completed requests, authorization and permission forms to view and receive records will be maintained.
- b. The principal (or in the case of inactive files, the student records supervisor) shall keep a composite of all requests for information.
- c. Written authorization is to be included in or cross-referenced to each student's educational records when records are:
  - (1) Inspected and reviewed by the parent/student
  - (2) Requested by an outside agency or individuals

3. Requests to Amend Education Records

Parents or eligible students who believe that information contained in the education records of a student is inaccurate or misleading or violates the privacy or other rights of the student may request that the district amend the records. The request of the building principal to amend a student's records must be made in writing within 10 school days of the date the records were first examined.

If the parent/student challenges any part of the record, the principal (or in the case of psychological test data, the director of student services) should review the part of the record being challenged and may by mutual agreement with the person making the challenge destroy, delete or add the information in question.

If the principal denies the request to amend, the parent may make a written appeal to the superintendent. This appeal must be answered within 10 school days by the superintendent in writing.

If the first two steps have not resulted in a formal change, then the parent or eligible student may request a formal hearing. A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The response to the request must be mailed within 10 school days. The hearing will be held in accordance with the following:

- a. The hearing shall be held within 15 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certificated mail.

- b. The hearing will be conducted by a building principal or higher administrative official as designated in writing by the superintendent. The official conducting the hearing shall not have a direct interest in the outcome of the hearing.
- c. Parents of eligible students shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
- d. The official designated above shall make his decision in writing within 10 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
- e. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
- f. The decision shall include a statement informing the parents or eligible student of their right to place in the student records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained as a part of the records as long as the record itself is maintained by the school district. If the student record is disclosed by the school to any other party, the explanation shall also be disclosed to that party.

4. Disclosure Without Written Consent

The school district will disclose personally identifiable information from the student records without written consent of the parent or eligible student only to:

- a. Other school officials within the school system who have legitimate educational interest in it. For the purposes of this policy, “legitimate educational interest” is interpreted as meaning the interest of any certificated or classified employee charged with the responsibility for providing education programs and/or services to the individual student.
- b. Officials of another school or school system in which the student seeks or intends to enroll.
- c. Authorities named in the Family Educational Rights and Privacy Act and accompany federal regulations. These include: comptroller general of the United States, Secretary of Education, Director of the National Institute of Education, Assistant Secretary of Education, State Educational authorities, and authorities investigating or providing emergency service involving the health and safety of students.

- d. State and local officials who are required to get specific information pursuant to state law as provided under the Family Educational Rights and Privacy Act.
- e. Anyone offering financial aid to students.
- f. Accrediting institutions.
- g. Testing and research organizations as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
- h. Anyone if required by a court order or subpoena. The school shall make a reasonable effort to inform the parent or eligible student prior to complying with the subpoena or court order.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

5. Disclosure to Other Parties

The school shall not disclose student records to other individuals or parties without prior written consent of the parent or eligible student. Such prior written consent must be signed and dated by the parent or eligible student and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom disclosure may be made.

6. Disclosure of Directory Information

The school district may disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of information provided such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

Directory information which may be released includes the student's name; e-mail address; photograph; date and place of birth; major fields of study; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; the most recent previous educational agency or institution attended by the student; and other similar information. Unless otherwise stated, student telephone numbers and addresses will not be disclosed pursuant to this section.

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid Agency) to verify Medicaid eligibility of students. Once eligibility is verified, the district shall submit information necessary to complete Medicaid reimbursement claims to HCPF. If a parent or eligible student does not want directory information released, or does not want the

district to bill Medicaid for school health services, a refusal form must be signed no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers within 90 days of the request unless the student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

7. Release of Information to Other Schools/Agencies

- a. Information from records may be released to officials of other school systems in which the student intends to enroll on the condition that parents/student are notified, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record as previously described.
- b. In cases where a student has applied for financial aid, records may be made available to an educational institution or a governmental agency or organization offering such aid in accordance with the procedure above.
- c. Except at the written request and authorization of the parent/student, records will not be released to prospective employers, F.B.I. or any person or agency not specifically named in the "Family Educational Rights and Privacy Act" and the accompanying federal regulations.
- d. Requests for the release of information from educational institutions and other agencies ordinarily are accompanied by the required parent/student authorization for release of information. These requests should also include a description of the records desired, the reason for the request and assurance of confidentiality of the information to be released. In the absence of parent/student authorization for release of information, the school principal will place the request in the student's permanent file, forward an authorization form to the requesting agency and record the request.

8. Requesting Records from Other Districts/Schools

When a student transfers to this school district from another district, the principal of the receiving school will ask the parent (or student if the student is of age) to sign the authorization form. This form will be completed by the principal and forwarded to the school of previous attendance.

9. Annual Notification of Rights

The school district at the beginning of each academic year will notify the parents or eligible students of their rights pursuant to this policy. This notification will be sent out in the annual district student handbook. Copies of this policy or forms may be obtained

from the Central Administration Office at any time during normal business hours. A copy of the Family Educational Rights and Privacy Act and the Board policy on student records shall be on file in the office of each building principal and of each individual who carries out procedures relative to the Act or policy. Complaints regarding violations of rights accorded parents and eligible students pursuant to the Family Educational Rights and Privacy Act may be submitted to the local Office of Civil Rights of the Department of Education.

10. Waivers

A parent or eligible student may waive any or all of his rights protected by this policy. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The district does not require a waiver but may request a waiver. Any waiver under this provision may be revoked at any time in writing.

Adopted: 1971

Revised: October 26, 1979

Revised: August 17, 1981

Revised To Conform With Practice: Date of Manual Adoption

Revised: May 2000

Revised: September 2002

LEGAL REFS.:       20 U.S.C. 1232g (Family Educational Rights and Privacy Act of 1974)  
                      34 C.F.R. 99.1 *et seq.* (regulations)  
                      C.R.S. 24-72-204  
                      C.R.S. 19-1-303, -304  
                      C.R.S. 22-1-123  
                      C.R.S. 22-32-109.1(6)  
                      C.R.S. 22-32-109.3(2)  
                      C.R.S. 22-33-107.5  
                      C.R.S. 26-4-531

## **Guidelines for Active School Records Maintenance and Preparation of Withdrawal/Graduation Records for Archiving**

### **Guidelines for Maintenance of Active Student Records**

To improve the convenience and timeliness of accessing district student records once they are sent to the District Records Office, and to have them ready to scan, it is requested that you maintain your building's student records in the following manner. **We realize that records may not have come to you in past years from the student's lower level school in this format, but it would be greatly appreciated if you clean them up as much as possible, especially before you send them up to the next level above you (i.e. from the middle schools to the high school). As you can see, if this doesn't happen at each school level before the records are sent on to the next, it makes it extremely time-consuming for the next building's records person to attempt to reorganize the files. Thank you so much for your help with this.**

1. No dots are to be used for CUM folders. If the color is yellow, please use a yellow label.
2. Do not place any district forms, printed on pink, red/colors in red family, in student CUM files. Please reprint/copy on white paper.
3. Please remove **all staples and paperclips**.
4. Do not place student's classwork and/or photos in the file. If there are photos glued to the folder, do not bother removing them.
5. Remove CTBS/other test(s) **if scores are shown on the CUM card.\*** If scores are not on the CUM card, leave the tests in the file--**also include** Title I and Linguistically Different testing, if results are not on the CUM card.
6. Please use dark (blue or black, **not** red) ink when **adding** any information to the student's records.
7. **Do not retain discipline records** beyond three (3) years.
8. Please use originals when they are available. Make sure there are **no duplicates** of records already in the file.
9. The High School Transcript, Middle School Transcript, or CUM card should be the first item in the student's file (depending on their school level) and show the following information at the top:

- (a) School name,
- (b) Student's complete **legal name**,
- (c) Student's date of birth and sex/gender,
- (d) Student's Social Security number or I.D. Number, and
- (e) Parent(s)/Guardian(s)'s **correct legal name(s)**.

NOTE: In regard to **transcripts**, at the Elementary and Middle School levels please make sure you have all necessary labels on the CUM card or a complete paper transcript in the CUM folder before sending it on either to the next school up or to be archived. Please do NOT use report cards as the exit transcript.

10. Records that should remain in the file should be in the following order:
- (a) If applicable, Student Records Special Circumstance and/or Restriction Sheet
  - (b) High School Transcript (if applicable).
  - (c) High School Test Score sheet (if applicable).
  - (d) Middle School Transcript or Card (if applicable).
  - (e) Any test scores from Middle School not on card (if applicable).
  - (f) Elementary CUM card.
  - (g) Any test scores from Elementary (if not on CUM card).
  - (h) Referrals and withdrawals with the latest date on top
  - (i) Latest registration/enrollment form
  - (j) Report cards/Summer School Reports (if not on CUM or transcripts, but please try to remedy this if possible).
  - (k) All legal/court documents, if applicable (i.e. custody, name change)
  - (l) **All** health/physical/immunization records
  - (m) Birth certificate, if available
  - (n) If student is/was in Special Education, include only the initial referral form (all other Special Education records will be in the student's Special Education file).
  - (o) Copies of any of the above items from other schools/districts, if applicable [including school name(s), city(ies), states(s)].

Thank you for helping us to become more proficient and professional in maintaining the district's student records. Please call the District Records Clerk at X-1030 if you have any questions.

**Guidelines for preparing Withdrawal/Graduation Student Records  
to be sent to the Central Records Office:**

Please follow as much of the new Maintenance of Student Records process (for new students and re-enrolled students as of May 1, 1999) as you can such as removal of staples and paperclips, student class work and photos, duplications. Remember that Student Records should be maintained at the school building itself for two years following a student's graduation or withdrawal. Thus, every spring you should be sending the records from two years ago to the District Records Office. For example, in the spring of 2001 you should send your school's graduated or withdrawn students' files from the school year 1998-1999. Once the records are sent to the Administration building, they are kept there for one year, after which they are sent to be scanned, and the paper originals are then destroyed. Please prepare the building records to be sent to the District Records Office as follows:

1. Records should be placed in the student's file in the following order (In order from front to back of file). If any items are missing or do not apply to that student's school level, please go to the next item.:
  - (a) If applicable, Student Records Special Circumstance and/or Restriction sheet
  - (b) High School Transcript.
  - (c) High School Test Score sheet.
  - (d) Middle School Transcript or Card.
  - (e) Any test scores from Middle School (if not on card).
  - (f) Elementary CUM card.
  - (g) Any test scores from Elementary (if not on CUM card).
  - (h) Report cards/Summer School Reports (if not on transcripts or CUM, but please try to remedy this if possible).
  - (i) Registration/Enrollment forms (chronologically, most recent on top).
  - (j) Immunization Cards and Health Cards (unless student is a graduate, then only need to retain their Immunization Card).
  - (k) Any documents indicating name or address change. This includes legal documents (i.e. Custody documents) indicating a name change.
  - (l) Birth Certificate (if in file).
  - (m) If student was in Special Education, only initial referral form (all other Special Ed records kept in Special Ed file).
  - (n) Withdrawal forms (chronologically, most recent on top).
  - (o) Record requests or Releases (chronologically, most recent on top).
  - (p) Copies of any of the above items from other schools/districts, if applicable [including school name(s), city(ies), state(s)].

NOTE: **Do not retain discipline records** in files. They are not required beyond three (3) years.

2. Place the withdrawal/graduation student records in the delivery box(es) **in alphabetical order**.
3. Attach and enclose an **alphabetized list of the students** included in the delivery box--one copy in an envelope attached to the top of the box, and the other copy enclosed in the box. So that complete information is included for each student, **please** use the enclosed Shipment Form, or recreate it, such as in an Excel spreadsheet, for your alphabetized list.
4. Delivery box(es) should each be **labeled on top and at one end** as follows:
  - (a) Name of School
  - (b) Withdrawal/Graduation years
  - (c) Current date
  - (d) If there is one box only, please indicate "Box 1 of 1".  
If there is more than one box, please indicate "Box \_\_\_ of total number of boxes).
  - (e) Please include last name initials representative of student folders in the box(es).

Example

John Dewey Middle School  
1995-96  
June 5, 1999  
Box 2 of 3  
(C through Er)

Please call the District Records Clerk at X-1030 if you have any questions about the above Withdrawal/Graduation Student Records process which began with records due to the District Records Office at the end of October 1999. Thank you for your assistance in making the Student Records process more organized and professional.

**Guidelines for Maintenance of  
Active Special Education Student Records**

To improve the convenience and timeliness of accessing district student records once they are sent to the District Records Office, it is requested that you maintain the Special Education student records in the following manner:

**File: JRA/JRC-E**

1. Do not place any district forms, printed on pink, red/colors in red family, in student Special Education files. Please reprint/copy these on white paper.
2. Please use dark, black or blue ink (**not** red) when **adding** any information to the student's records.
3. **Do not retain discipline records** beyond three (3) years.
4. Please use originals when they are available. Make sure there are **no duplicates** of any record already in the file.
5. For easier identification, please show the following information as close to the the front of the file as possible:
  - (a) Student's complete **legal name**.
  - (b) Student's date of birth and sex/gender,
  - (c) Student's Social Security number or I.D. number
  - (d) Parent(s)/Guardian(s)'s **correct legal name(s)**, and
  - (e) School name.
6. Records that should remain in the file should be in the following order, **if relevant**:
  - (a) If applicable, Student Records Special Circumstance and/or Restriction sheet
  - (b) Withdrawal/referral/parent permission forms with the latest date(s) on top
  - (c) IEP, psychological, diagnostic, staffing, and other Special Education information in date order (current, first)
  - (d) Schools attended within the district showing **exact, complete dates** and grade levels
  - (e) Report cards, if available
  - (f) Legal/court documents (i.e. custody, name change)
  - (g) Health records (i.e. health, physical, immunization), if available
  - (h) Birth certificate, if available
  - (i) Copies of any of the above items from other schools/districts, if applicable [including school name(s), city(ies), state(s)].

Thank you for helping us to become more proficient and professional in maintaining the district's student records. Please call the District Records Clerk at X-1030 if you have any questions.

**Guidelines for preparing Withdrawal/Graduation Special Education Student Records to be sent to the Central Records Office:**

Please follow as much of the new Maintenance of Special Education Student Records process (for new students and re-enrolled students as of May 1, 1999) as you can such as removal of staples and paperclips, duplications. Remember that Special Education Student Records should be maintained at the I.S.C. for two years following a student's graduation or withdrawal. Thus, every spring you should be sending the records from two years ago to the District Records Office. For example, in the spring of 2001 you should send your graduated or withdrawn students' files from the school year 1998-1999. Once the records are sent to the Administration building, they are kept there for one year, after which they are sent to be scanned, and the paper originals are then destroyed. Please prepare the Special Education records to be sent to the District Records Office as follows:

1. Please remove **the two-piece fasteners**, and place papers on the left side of the folder **on top** of those on the right side. Also **remove the colored index sheets**.
2. Records should be placed in the file in the following order, **if relevant**:
  - (a) If applicable, Student Records Special Circumstance and/or Restriction sheet
  - (b) Withdrawal/referral/parent permission forms with the latest date(s) on top
  - (c) IEP, psychological, diagnostic, staffing, and other Special Education information in date order (current, first)
  - (d) Schools attended within the district showing **exact, complete dates** and grade levels
  - (e) Report cards, if available
  - (f) Legal/court documents (i.e. custody, name change)
  - (g) Health records (i.e. health, physical, immunization), if available
  - (h) Birth certificate, if available
  - (i) Copies of any of the above items from other schools/districts, if applicable [including school name(s), city(ies), state(s)].
3. Be sure **all duplicates have been removed**.
4. **Do not retain discipline records** beyond three (3) years.
5. Remove the Record of Access form taped to the front of the folder (if there is one), and place it on the top of the papers in the folder.

6. Place the withdrawal/graduation Special Education student records in the delivery box(es) **in alphabetical order**.
7. Attach and enclose an **alphabetized list of the students** included in the delivery box--one copy in an envelope attached to the top of the box, and the other copy enclosed in the box. So that complete information is included for each student, **please** use the enclosed Shipment Form, or recreate it, such as in an Excel spreadsheet on your computer, for your alphabetized list.
8. Delivery box(es) should each be **labeled on top and at one end** as follows:
  - (a) Special Education
  - (b) Withdrawal/Graduation years
  - (c) Current date
  - (d) If there is one box only, please indicate "Box 1 of 1".  
If there is more than one box, please indicate "Box \_\_\_ of (total number of boxes).
  - (e) Please include last name initials representative of student folders in the box(es).

Example

Special Education  
1995-96  
June 5, 1999  
Box 2 of 3  
(C through Er)

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Please call the District Records Clerk at X-1030 if you have any questions about the above Withdrawal/Graduation Special Education Student Records process which began with records due to the District Records Office at the end of October 1999. Thank you for your assistance in making the Student Records process more organized and professional.

*Revised May 2000*

**Mapleton Public Schools, Adams County School District No. 1**

**Student Records Shipment Form**

Report of student record files shipped to Central Records by: \_\_\_\_\_  
(Name of School)

School Year of Records: \_\_\_\_\_ Date of Shipment: \_\_\_\_\_

If Senior High School, please check: Graduate \_\_\_\_\_ Date of Graduation: \_\_\_\_\_  
Non-Graduate \_\_\_\_\_

Student Record Files prepared by: \_\_\_\_\_

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<u>Last Name</u>	<u>First Name (MI)</u>	<u>Date of Birth</u>	<u>Date Withdrawn or Graduated</u>
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