



ARKANSAS  
ARTS ACADEMY  
*Aspire. Achieve. Advance.*

## **Disposition of Records Policy**

The cumulative record of each student will be maintained from year to year. The principal will see that Student records are accurate and current. Out-of-date and unnecessary material will be purged from the record each year.

When a 6<sup>th</sup> grade student moves to the 7<sup>th</sup> – 12<sup>th</sup> grade campus, the record will follow with the student. If a student transfers to another school district, the student’s records will be forwarded to the new school district.

The permanent student record shall be maintained by the school district until the student receives a high school diploma or equivalent or is beyond the age for compulsory attendance.

When a student graduates from high school, a transcript verifying graduation, dates of attendance, and coursework completed in grades 9 – 12 will be maintained. Any courses taken in lower grades for high school credit will also be maintained and documented on the student transcript. All other temporary student records will be given to the student (or parent/guardian as state and federal laws allow), or destroyed. Temporary records in storage will be maintained for at least one calendar year from the withdrawal date or graduation date, or until the age of compulsory attendance as indicated by Arkansas law. Inactive files will be treated in the same manner.

Arkansas Arts Academy will follow the FERPA (Family Educational Rights and Privacy Act, FERPA) defines education records as all records that schools or education agencies maintain about students. FERPA applies to public schools that receive Federal education funds and it protects both paper and computerized records. FERPA gives parents (custodial and noncustodial) equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18 they become “eligible students” and rights under FERPA transfer to them. A student’s record is active until they graduate. If the student drops out, the record is active until the expected graduation date. If the student transfers to another school, the record is active until the next district requests the student’s file. Any records for students that were receiving special education services at Arkansas Arts Academy will be maintained for Seven years. After the Seven years files will be destroyed after public notice is given.