

Section: **STUDENTS**

Procedure Title: **Student Records**

SECTION I

Responsibility:

- A. The Superintendent/ designee, in cooperation with appropriate staff, shall develop a process for the collection, storage, and retrieval of student record data which ensures the privacy and security of such. When deemed necessary to perform their oversight function, the superintendent may provide school board members access to student record data.
- B. Each school principal shall be responsible for the maintenance, security and release of student record data as maintained in his/her building.
- C. The Director of Special Programs shall be responsible for the maintenance, security and release of confidential students record data as maintained in his/her office.
- D. The designated district personnel shall be responsible for the maintenance, security and disposition of all permanent records at the district designated storage facility.

SECTION II

Student Record Data:

- A. The school will maintain the student record and a copy of the confidential student record until a request for transfer records has been received from another district and until the student transfers to a higher level or graduates, whichever occurs first.
- B. The student record shall include pertinent information and progress regarding the student entry, withdrawal, or graduation of the student. This record will include:
 - 1. The student record will include:
 - a. Permanent Record Cards (elementary and secondary)
 - (1) family and emergency data
 - (2) entrance/withdrawal record
 - (3) participation limitations
 - (4) special programs identification
 - (5) school transcript

- (6) attendance data
 - b. New Student Enrollment Information Form
 - c. Pupil Health Card
 - d. Certificate of Immunization Status Report
 - e. Student Learning Objective Assessment Record
 - f. Special Programs Data (gifted, etc.)
 - g. Permanent Test Record Card
 - h. Amendment of Student Records
2. The confidential student record will include:
- a. Psychological report
 - b. Notice of program eligibility
 - c. Individual education program
 - d. Special programs test results

SECTION III

Maintenance:

The individual student record and a copy of the confidential student record, if available, shall be maintained at the appropriate school in a secure, fire-resistant private area. In the event that a student transfers to another school district, the student record may be copied and forwarded. Following the transfer, the principal/designee shall review the student record contents, destroy irrelevant data, forward any confidential student record information to the Director of Special Programs and insert the "Notice of the Existence of the Confidential Student Record," and hold the student record until the student's class has moved to a higher school level. At that time, the record shall be transferred to the district permanent storage facility for student records.

Transfer of records between schools:

- A. New Kelso Enrollees: When a student enrolls in the Kelso School District after having attended school in another school district, the enrolling Kelso school will request records from the last school which the student attended by using the "Authorization for Review or Mutual Exchange of Student Records" form.
- B. Within-district Transfers: The student record shall be mailed to the enrolling school within five (5) days of the student transfer within the Kelso School District. A "Student Transfer Data Form" with appropriate information completed shall be carried by the parent or immediately mailed to the new school. A copy of the entire student record may be carried by the parents to the new school only in exceptional

circumstances when mailing the records would delay the enrollment of the student in the new school.

(Parents are notified of this procedure for release of information by a general announcement contained in the annual public notification.)

- C. Out-of-district Transfers: When a student withdraws from the Kelso School District prior to graduation from high school, the procedures to be followed are:
1. A "Student Transfer Data Form" with appropriate information completed shall be carried by the parent to the new school.
 2. Upon receipt of an official request for a student record from another school district in which the student is enrolling, the school will review the Student Record contents, destroy irrelevant data, forward any confidential student record information to the Director of Special Programs and insert the "Notice of the Existence of the Confidential Student Record." A copy of the Student Record will be mailed to the new school district. Then the Student Record shall be maintained and moved to the designated storage facility when his/her class is moved to another building level.
 3. The usual procedure for confirming the identify of a telephone caller who is requesting student record information about a student consists of accepting the request, confirming the telephone number of the caller through another source (e.g., the student record information, the telephone book) or by returning the call by dialing the confirmed number. Telephone requests for information shall be recorded in the Student Record.

SECTION IV

Accessibility:

Through a public information source, the Superintendent/designee shall send a notice annually to all parents informing them of (a) their rights with regard to student records, and (b) the definition and use of directory information. This notice will also be furnished to parents of new enrollees and to adult students at the time of enrollment. Parents shall have ten (10) calendar days to refuse release of said information by signing and dating such refusal on the bottom of the "Annual Notification of Parents' Rights of Access to Student Records and Release of Directory Information" form and returning it to the building principal. The parent notification announcement shall also include:

- the type of data contained in a student record;

- the Superintendent/designee in charge of student record;
 - the type of data collected in the confidential student record;
 - the Kelso School District's right to reveal directory information and to destroy educationally-useless records;
 - the Kelso School District's right to release directory information regarding previous students without public notice.
- A. Parent Rights: A parent (as defined in Student Record Policy ~~3600~~ **3231**) has a right to inspect the student record, enter a challenge to the contents and make copies of the student record (at their own expense) on any school business day. They may exercise this right at the Kelso school in which the student was enrolled or at the storage facility after the twelfth grade. Parents may release student records to other individuals or agencies by providing written consent. This shall be noted on the Request for Information which shall be maintained in the file.
- B. Public Rights - Directory Information: As defined in Students Records Policy ~~3600~~ **3231**, Section II, directory information on an enrolled or formerly enrolled student may be released to the public for non-commercial purposes if annual public notification has been completed. Directory information may also be disclosed from the records of a student who is no longer enrolled in the District without notification of a parent or eligible student, either individually or through a general announcement. However, such release shall be subject to all provisions of the Student Records Policy 3600 and Procedures.

If any doubt about the request's legitimacy or the future use of the requested data, the building principal/designee should grant or deny the release of directory information with the student's best interests and welfare as the first priority. When records are subpoenaed, school officials shall make every reasonable effort to notify the parents in advance of releasing subpoenaed records. If this is not successful, a certified letter should be mailed to the parents when the official complies with the release.

As directed in RCW 28A.27.040, law enforcement personnel may have direct access to student records of attendance for the purpose of enforcing the compulsory attendance law without parent consent.

- C. Student Rights: A student (enrolled in a Kelso public school) should have access to review the student record and to receive interpretation from an appropriate school official. Such information should include, but not be

limited to, grades, scores on vocational interest tests, other tests used by counselors to help students select courses and other relevant data.

SECTION V

Disposition:

A. Student Record - Permanent Storage Data: All records listed below shall be photographed for microfiche, and the film shall be stored permanently in a safe, secure manner in the district storage facility.

- Permanent Record Cards (Elementary and Secondary)
- Pupil Health Card
- Student Learning Objective Assessment Record
- School Transcripts
- Attendance Records
- *Special Programs Data (See item 2 of this section)
- Permanent Test Record Card

* Forwarded by Special Programs Director

In addition, the school health clerk will retain the Certificate of Immunization Status Report for five (5) years after the student's class graduates.

After microfiche the student record, destruction of folders must be done by reducing the documents to an illegible condition. Burning, pulping or shredding are considered effective methods.

1. Withdrawals: When the record of a withdrawn student has reached the top grade level of a building and more than one (1) year has elapsed since the student withdrew, the student record shall first be purged of irrelevant data, labeled, alphabetized and then sent to the District storage facility to be microfiched and all contents of the student record destroyed (after the Certificate of Immunization Status Report has been transferred to the health clerk.

2. Graduates: When a student has graduated from senior high school, his/her student records shall be microfiched no later than one (1) year afterwards and all contents of the student record shall be destroyed in like manner.
- B. Confidential Student Records-Permanent Storage Data: The contents of a confidential student record shall be maintained by the office of Special Programs until the students reaches age twenty-one (21). When a student reaches age 21, all records concerning him/her shall be destroyed (except for such records deemed to be of continuing value to the student, as in the case of a handicapped person who may require such records for the purposes of further training or placement) by the Director of Special Programs. Specified records which need to be kept permanently should be marked "Confidential," alphabetized and forwarded to the designated district storage facility to be microfiched and destroyed in the manner stated.

SECTION VI

Due Process:

- A. Conference Procedure: Any student or parent who is aggrieved by the information in the student record or the confidential student record shall complete the Parent Request to Amend Student Record form and submit to the building principal or the Director of Special Programs. An informal conference with the building principal, the Director of Special Programs or his/her designee for the purpose of challenging any information which he/she believes to be inaccurate, misleading or otherwise in violation of the privacy and rights of the student will be scheduled. Suggestions, deletions and additions to the student record or the confidential student record may be considered justifiable by the principal or Director.
- B. Hearing Process:
1. Failing agreement at the informal conference, the parent may provide notice of a grievance in writing to the Superintendent/ designee. A written request for a hearing provided as stated to the Kelso School District Superintendent/ designee shall automatically be accepted.
 2. The Superintendent/ designee shall appoint a hearing officer who will schedule a hearing to commence on a reasonable day by mutual consent.

3. A schedule of school days potentially applicable for such hearing rights should be sent by certified mail to the parent within five (5) school days after the written receipt of a grievance.
4. The student and/or parent shall have the right to:
 - a. inspect in advance of the hearing any documentary and other physical evidence which the school district intends to introduce at the hearing;
 - b. be represented by legal counsel;
 - c. question and confront witnesses;
 - d. present his/her explanation of the alleged disagreements; and
 - e. make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he/she desires.
5. The designee of the school district assigned to present the case of the district shall have the right to:
 - a. inspect in advance of the hearing any documentary and other physical evidence which the student intends to introduce;
 - b. be represented by the school district's legal counsel if the Superintendent deems it necessary;
 - c. question and confront witnesses;
 - d. present his/her explanation of the alleged disagreement; and
 - e. show witnesses and introduce documentary and other physical evidence as desired.
6. The hearing officer shall not be a witness. The decision shall be determined solely on the basis of the evidence presented at the hearing.
7. Either a tape-recorded or verbatim record of the hearing shall be made.
8. Within one (1) school business day after the day upon which the hearing concludes, a decision shall be rendered, and the student's legal counsel (or if none, the student/or parent) shall be notified thereof by depositing a certified

letter in the United States mail. The decision shall set forth the finding of the conclusions and any necessary explanations.

9. If, as a result of the hearing, the District decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights, it shall amend the information accordingly and so inform the parent(s) (or adult student) in writing.
10. If, as a result of the hearing, the District decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the parent(s) (or adult student) of the right to place in the records that it maintains on the student a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the district.

If any portion of this procedure is found to be illegal and unenforceable, such determination shall be interpreted as not to adversely affect the legality and enforceability of the remaining portions of this procedure.

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