

RECORDS, STUDENT

POLICY

The Fitzgerald School District has compiled student records for use in providing appropriate educational programs and services. Management and use of these records and access to them is controlled by the Board of Education, state, and federal legislation.

The Fitzgerald School District and its appointed agents have compiled both paper and digital records for use in providing appropriate educational programs and services. Management and use of these records and access to them is controlled by the Board of Education, State of Michigan, and Federal legislation.

School employees having access to any confidential student information are not to compromise this confidentiality, nor to release any information for personal gain.

All parents and guardians of students under eighteen (18) years of age and all students eighteen (18) years of age or over have a right to review the official school records, files and data which relate directly to the student. They also have the right to limit the disclosure of these records and to request changes to ensure their accuracy and fairness.

PROCEDURES

The procedures which follow have been adopted by the Board of Education in furtherance of the above-stated policy.

CUMULATIVE RECORDS

The cumulative record contains academic grades, standardized test scores, attendance and health information. The health information record shall contain: history of diseases, immunization history, vision and hearing testing, physical disorders and limitation of student participation. Information regarding racial or ethnic origin, religious preference, political activities and economic status of the family will not be part of the cumulative record.

- I. The data in the student's cumulative records will be reviewed periodically for accuracy, and information no longer pertinent or required will be destroyed.
- II. Use of Records by Certificated Personnel
 - A. Certificated personnel staff members such as administrators, psychologists, school social workers and teachers may have access to student cumulative records when in the course of their professional relationships they have a need to use this information.
 - B. Student cumulative folders may be used only within the school building. Records are to be secured in the guidance and administrative offices.

- C. All certificated personnel and secretarial personnel will be permitted to sign out records for use in the designated areas.
- III. Use of Records by Non-Certificated Personnel (includes secretaries, student teachers, co-op students, student assistants, teacher para-pros and volunteer aides)
- A. Secretaries and building paraprofessionals may have access to records only as their role pertains to the job of filing, posting and general maintenance. Any interpretation of records must be performed by qualified certificated personnel. Substitute secretaries have access to records with permission of supervisory personnel.
 - B. Student teachers may have access to student records only through the supervising teacher or the counselor. Student teachers are to use records with the supervising teacher or counselor present.
 - C. Co-op students are allowed to file into the record if the filing does not involve searching through the record.
 - C. Volunteer aides and student assistants should not have access to student records.
 - D. Data management agents of the District shall only use student records as they pertain to the statistical analysis of District programs, procedures, and academic performance.
- IV. Review of Student Records by Parents and Students
- A. Any parent, legal guardian or student may review the contents of the student's cumulative record.
 - B. An appointment shall be scheduled to review records at the earliest opportunity, but in no case more than forty-five (45) days after the request has been made. To coincide with federal law, a log will be kept of all requests for review of records. The review of records in all cases will be made in the presence of the building administrator or his/her delegate within a designated office. The function of the staff person will be to clarify and interpret the contents of the school record.
 - C. All persons reviewing records must sign a written form indicating specifically a legitimate reason for review and date of review. This form will become a part of the cumulative record available only to parent and/or student.
 - D. In any case where a parent or student challenges the accuracy of the information included in the record, he/she may request a conference with the building principal. Appeals beyond the building level may be made to the superintendent or his/her designee. Final appeal may be made to the Board of Education.

V. Records Available to Governmental Investigating Agencies

- A. All inquiries from investigating agencies shall be referred to the appropriate building administrator. The administrator shall maintain a log of all official inquiries noting the date, the identity of the investigating agency, the person being investigated, and the nature of the information requested.
- B. School officials cooperate with requests for names, addresses, birthdate and attendance record from the armed services, police and courts without requiring parental or student approval. Written parental or student permission is required for release of all other information.

VI. Student Records to Referral Agencies

In cooperating with mental health agencies or hospitals, it is occasionally necessary to provide information from student records. Parental written approval must be secured before information is released by the school system. Information from the student records will be sent only after clearing with the appropriate building administrator.

Copies of official school Special Services will be sent only after clearing with the Director of Special Education.

SPECIAL SERVICES RECORDS

- I. Referrals to external agencies will be made only through the office of Special Services
- II. The following information will be kept in a file in the principal's and/or counselor's office:
 - A. Referrals for special services
 - B. Educational Placement and Planning Committee minutes
 - C. Special Services summaries and recommendations with parental permission
- III. School Social Worker summaries will be maintained a maximum of three (3) years following either graduation or transfer from the district

DISCIPLINARY REPORTS

- I. An individual disciplinary folder may be maintained in the school administrator's office which will include a chronological record of disciplinary referrals or action taken. Any student or parent may request a review of the disciplinary folder in the presence of the school administrator.
- II. Upon transfer from one level to the next, such records will be reviewed by the building administrator or his/her delegate and forwarded to the receiving school.

- III. Upon graduation disciplinary records will be destroyed. For those students who drop out of school prior to graduation, these records will be maintained for a period of three (3) years.

FORWARDING OF STUDENT RECORDS

- I. Within District - a student's file shall be screened and updated by the principal or his/her delegate and forwarded to the receiving school.
- II. Outside District - The entire CA-39 shall be screened by the principal or his/her delegate and forwarded to the receiving school. It shall contain the following: academic record, attendance record, health record, honors and test scores.

ADDITIONAL CUMULATIVE RECORDS

- I. Graduate records - the high school will store and maintain its own graduate records.
- II. Drop-out records - When a student drops out of school, his/her records shall be placed in a separate file.
- III. Summer school records - For students who attended summer school, record services will be provided for the purpose of updating the student's file.
- IV. Adult education records - high school credit - For students enrolled in high school completion courses, services will be provided to ensure crediting on the permanent records.

INFORMATION TO BE RETAINED IN CUMULATIVE RECORD

Elementary – to be sent to Middle School:

- A. Academic records
- B. Attendance record
- C. Cumulative individual reading record - When continuous reports are established indicating which skills students have or have not mastered, these reports may be retained for all students.
- D. Health information - All physicians' notes should be retained.
- E. Miscellaneous - This includes any special talents or awards which are unusual in nature and which may be of assistance to middle school personnel.
- F. Test insert sheet - All standardized test results and state assessment results should be on the insert sheet.
- G. Records Review form.

Middle School – to be sent to High School:

- A. Report card for 6th, 7th and 8th grade indicating all marking periods with test data affixed.
- B. Health information - Physicians' notes should be maintained as well as the vision and hearing screening report.
- C. Test insert sheet - All test results in grades K-5 should be on gummed labels and placed on this insert sheet.
- D. Elementary report cards
- E. Honors or awards
- F. State assessment records
- G. Records Review form

INFORMATION TO BE RETAINED IN RECORD AFTER GRADUATION

- A. The student historical record form includes academic and attendance information, grade-point average and class rank.
- B. Record of college applications and record of transcripts sent. The information is maintained on the front cover of the cumulative record.
- C. Record of external and internal test scores.
- D. Release of Student Information form.
- E. Records Review form.

All other data should be discarded. This should be done by the counselor or the counselor's secretary. This action should be taken for all graduating seniors and completed prior to the time that counselors terminate their job responsibilities for the year.

RELEASE OF STUDENT RECORD INFORMATION

Fitzgerald Public Schools has designated the following information as "directory information" to be disclosed without prior written consent.

- Student's name
- Names of student's parents
- Student's address
- Student's date of birth
- Student class designation (1st grade, etc.)
- Student's extra-curricular participation
- Student's achievement awards or honors (not specific grades, e.g., A. B., etc.)
- Student's weight and height, if a member of an athletic team
- Student's photograph
- School or school district attended before enrolling in the Fitzgerald School District
- Attendance record

RELEASING RECORDS TO COLLEGES AND UNIVERSITIES

Transcripts of student records will be furnished to colleges and universities upon the request of students for the purpose of giving to these institutions an accurate picture of the applicant for admission. Transcripts of academic records should contain only information about academic status which may include: transcript of grades; rank in class; grade point average; test scores; statement from counselors, teachers or principals regarding academic capability and performance.

Under certain circumstances a transcript of the grades only may be furnished to a student to be carried to the college. This will be marked "unofficial transcript" and will not be signed by a school official.

RELEASE OF RECORDS TO EMPLOYERS

Release of records/information to employers will conform to the direction listed under Release of Student Record Information, "directory information."

For information requested by an employer other than the items listed under "directory information", a "Release of Student Information form must be processed as follows:

1. A "Release of Student Information" form will be provided the employer,
2. The employer must return this form with the parent or student's signature.
3. The information/records released will be objective and in compliance with the approval granted by the parent/student.
4. Information released will be in writing.
5. Copies only of official documents will be provided.

This entire transaction will be recorded and filed in the student's permanent record folder attached to the signed Information Release form.

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