

STUDENT RECORDS

The School District of Lee County



2855 Colonial Boulevard Fort
Myers, Florida 33966-1012

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STUDENT SERVICES

ENSURE STUDENT SUCCESS AFFIRMATIVE
ACTION/EQUAL OPPORTUNITY EMPLOYER

STUDENT RECORDS

I. PURPOSE

- A. To provide information about the privacy and hearing rights of an adult student or parent of a minor student concerning the student's educational record.
- B. The Official Student Cumulative Folder in the Lee County, Florida, public schools shall be consistent with FERPA, Florida Statutes, Section 1002.22, 1003.25 and Florida State Board of Education Administrative Rule, 6A-1.0955 Education Records of Pupils and Adult Students.
 1. This rule applies to education records maintained to facilitate the instruction, guidance, and educational progress of pupils and adult students in programs operated under the authority and direction of the district school board.
 2. The following definitions shall be used for the purpose of this rule:
 - a. *Education records* – As defined by FERPA, the term “education records” shall mean those records, files, documents and other materials that contain information directly related to a student and are maintained by an educational agency or institution or by a person acting for such an agency or institution. Information contained in education records shall be classified as follows:
 - (1) Category A - permanent information: Verified information of educational importance, which shall be retained permanently in the manner prescribed by Section 1001.52 Florida Statutes.
 - (2) Category B - temporary information: Verified information of educational importance which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by Section 1001.52 Florida Statutes.
 - b. *Child* - A child shall mean any person who has not reached the age of majority.
 - c. *Pupil* - A pupil shall mean any child who is enrolled in an instructional program or activity conducted under the authority and direction of the district school board.
 - d. *Adult student* - Adult student (hereinafter “student”) shall mean any person who has attained 18 years of age and is enrolled in any instructional program or activity conducted under the authority and direction of the district school board.
 3. Content of Category A records: The information on these records shall be kept current.
 - a. The following information shall be maintained for each pupil or student on the “Florida Permanent Record Card, Form ESE-386 and Form 392 for Category A, Educational Records, Grades Pre-K through Adult” in the manner prescribed by the

Florida State Board of Education Administrative Rule 6A-1.0955:

- (1) Legal name of pupil or student: Where a parent or any other person seeks to enroll a pupil or student under a name other than the legal name or seeks to change the name of a pupil or student already enrolled, the parent or other person shall be informed that the name of the pupil or student as recorded on the birth certificate or other supporting evidence as provided by law will be used on all official records until such time as a final court order verifying a legal change is received (SBR 6A-1.0955(3));
 - (2) Authenticated birth date, place of birth, race and sex;
 - (3) Last known address of pupil or student;
 - (4) Names of pupil's or student's parents or guardians;
 - (5) Name of location of last school attended;
 - (6) Number of days present and absent, date enrolled, date withdrawn;
 - (7) Courses taken and record of achievement, such as grades, units, or certification of competence are posted and kept current;
 - (8) Date of graduation or date of program completion, and
 - (9) Dates of immunization and vaccine status.
- b. The School Board shall provide the copies required for use in the public schools of Lee County.
4. Content of Category B records: The school district will assure accuracy of information maintained and provide for periodic review and elimination of information no longer useful in the manner prescribed by Section 1001.52 Florida Statutes. The school district shall comply with the same procedures for preservation of Category A records of the Records Management System as approved by Florida Archives, History and Records Management Section 267 Florida Statutes. These records may include but are not limited to the following information:
- a. Health information.
 - b. Family background data.
 - c. Standardized test scores.
 - d. Educational, vocational and career plans.
 - e. Honors and activities.
 - f. Work experience reports.

- g. Teacher comments.
 - h. Reports of student services, or exceptional student staffing committees including all information required by Sections 230.23(4)(m)7 Florida Statutes.
 - i. Correspondence from community agencies or private professionals.
 - j. Driver education certificate.
 - k. A listing of schools attended.
 - l. Written agreements of corrections, deletions or expunctions as a result of meetings or hearings to amend educational records.
 - m. Limited English Proficiency information.
 - n. Current registration/enrollment, withdrawal forms.
5. Educational records do not include the information identified in FERPA as listed below:
- a. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.
 - b. Records maintained by a law enforcement unit of the educational agency or institution that were created by that law enforcement unit for the purpose of law enforcement.
 - c. In the case of persons who are employed by an educational agency or institution but who are not in attendance at such agency or institution, records made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee and are not available for use for any other purpose.
 - d. Records on a student who is eighteen years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or appropriate professional of the student's choice. (20 U.S.C. 1232(a)(4)(A))
 - e. Directory information as defined in this section (page 10).
 - f. Other information, files, or data that do not permit the personal identification of a pupil or student. The application for free and reduced price school meals by a parent would be an example.

- g. Letters or statements of recommendation or evaluation which were confidential under Florida Law and which were received and made a part of the pupil's or student's educational records prior to July 1, 1977.
 - h. Copies of the pupil or student's fingerprints. No record shall be maintained which includes a copy of the pupil or student's fingerprints.
6. The School Board's Policy for Educational Records includes provisions for an annual written notice to inform parents or guardians of pupils and adult students of their rights as defined in Section 1002.22 Florida Statutes.
- a. Notification:
 - (1) Every parent, guardian, pupil, and student entitled to rights relating to pupil and student records shall be notified annually, in writing, of such rights and that the Board has a policy of supporting the law, the types of information and data generally entered in the pupil and student records as maintained by the institution, and the procedures to be followed in order to exercise such rights. The notification shall be general in form and may be incorporated with other printed materials distributed to pupils and students, such as being printed on the back of school assignment forms or report cards for pupils attending kindergarten or grades 1 through 12 in the public school system, and being printed in catalogs or in other program announcement bulletins for students attending postsecondary institutions.
 - (2) The school district shall publish a general notice in the Code of Conduct for Students in English and Spanish. This notice shall include but is not limited to the following:
 - (a) Rights of Parents, Guardian, Pupil or Student: The parent or guardian of any pupil who attends or has attended any public school, adult center or area vocational-technical center, shall have the following rights with respect to any records or reports created, maintained, and used by any public educational institution in the State.
 - (b) Whenever a pupil or student has attained 18 years of age, or is attending an institution of postsecondary education, the permission or consent required of, and the rights accorded to, the parents of the pupil or student shall thereafter be required of and accorded to the pupil and student only, unless the pupil or student is a dependent pupil or student of such parents as defined in Title 26 USC 152 (Section 152 of the Internal Revenue Code of 1954).
 - b. Right of access:
 - (1) Upon request directed to the appropriate school official, such parent, guardian, pupil, or student shall have the right to be provided with a list of the types of records and reports, directly related to pupils or students, as maintained by the institution which the pupil or student attends or has attended, as defined in Category A and Category B of this policy.

- (2) Upon request, such parent, guardian, pupil, or student shall have the right to be shown any record or report relating to such pupil or student maintained by any public educational institution. When the record or report includes information on more than one pupil or student, the parent, guardian, pupil, or student shall be entitled to receive, or be informed of, only that part of the report that pertains to the pupil or student who is the subject of the request. Upon a reasonable request therefore, the institution shall furnish such parent, guardian, pupil, or student with an explanation or interpretation of any such record or report.

Florida Statute clarifies that nonresidential parents have full rights of access to educational records and in-person communication with education providers unless a court order specifically revokes these rights.

- (3) Copies of any list, record, or report requested under the provisions of this paragraph shall be furnished to the parent, guardian, pupil, or student upon request. The school district shall presume that the student or parent of the pupil has the right to inspect and review such education records unless the agency or institution has been provided with evidence that there is a legally binding instrument or court order governing such matters as divorce, separation or custody that provides to the contrary. Both parents have equal access to student information unless the school has evidence of a court order or state law revoking these rights.
- (4) The rules of the State Board of Education shall be followed by all public educational institutions in granting requests for lists, or for access to reports and records or for copies or explanations thereof under this paragraph. However, access to any report or record requested under the provisions of subparagraph 2 shall be granted within 30 days after receipt of such request by the institution. Fees may be charged for furnishing any copies of reports or records requested under subparagraph 3, but such fees shall not exceed the actual cost to the institution of producing such copies. A fee of fifteen cents (15¢) per sheet and twenty cents (20¢) for a double-sided sheet will be charged on regular student records. A fee for a transcript of records will be one dollar (\$1.00).
- c. Right of waiver of access to confidential letters or statements:
- (1) Such parent, guardian, pupil, or student shall have the right to waive the right of access to letters or statements of recommendation or evaluation, except that such waiver shall apply to recommendations or evaluations only if:
- (a) Upon request the parent, guardian, pupil, or student is notified of the names of all persons submitting confidential letters or statements; and
- (b) Such recommendations or evaluations are used solely for the purpose for which they were specifically intended.
- (2) Such waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from any public

agency or public educational institution in Florida. “The waiver of access shall not be valid unless in writing and signed by the adult student or the parent or guardian of the pupil, as appropriate...”

d. Right to challenge and hearing:

- (1) Such parent, guardian, pupil, or student shall have the right to challenge the content of any record or report to which such person is granted access in order to insure that the record or report is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the pupil or student and to provide an opportunity for the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained therein.
- (2) Any challenge arising under these provisions may be settled through informal meetings or discussions between the parent, guardian, pupil, or student and appropriate officials of the educational institution. The principal or designee of each school where a pupil is currently enrolled, or the superintendent or designee at the central office when a pupil is not currently enrolled, is the appropriate official to hold such discussion. The informal hearing shall take place within 10 days after the principal or superintendent in charge of appropriate records has received initial written request. If the parties at such a meeting agree to make corrections, to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement. The agreement shall only indicate that the record has been corrected, deleted or expunged.
- (3) If the parties cannot reach an agreement, upon the request of either party, a hearing shall be held on such challenge under the rules promulgated by the State Board of Education. Upon request of the parent, guardian, pupil, or student, the hearing shall be exempt from the public meeting requirements of Florida Statutes 286.011. Such rules shall include at least the following provisions:
 - (a) The hearing shall be conducted within a reasonable period of time following the request for the hearing.
 - (b) The district shall give the parent or student notice of the date, time, and place a reasonable time in advance of the hearing.
 - (c) The hearing shall be conducted, and the decision rendered, by an official of the educational institution or other party who does not have a direct interest in the outcome of the hearing.
 - (d) The parent, guardian, pupil, or student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in this challenge.
 - (e) The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

- (f) The appropriate school officials shall take the necessary actions to implement the decision.
 - (g) The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
 - (h) Any explanation placed in the records must be maintained as part of the record as long as the district maintains the record, and if the contested portion is disclosed to any party, the explanation must be disclosed also.
- e. Right of privacy:
- (1) Every pupil or student shall have a right of privacy with respect to the educational records kept on her/him. No state or local educational agency, board, public school, adult center or area vocational-technical center, shall permit the release of personally identifiable records or reports of a pupil or student, or of any personal information contained therein, without the written consent of the pupil's parent or guardian, or of the student if qualified as provided in this subsection, to an individual, agency or organization.
 - (2) Appropriate forms to be completed by the parent, or guardian of the pupil, or student for release of information to an individual, agency or organization shall be provided. Personally identifiable information that is disclosed to an institution, agency, organization, individual, etc., may be used by its offices, employees and agents, but only for the purpose of which disclosure was made. The disclosed information may not be released to any other party without the written consent of the parent of the pupil or student. However, personally identifiable records or reports of a pupil or student may be released to the following persons or organizations without the consent of the pupil's parent or guardian or student.
 - (a) Officials of schools, school systems, area vocational-technical centers, community colleges, or institutions of higher learning in which the pupil or student seeks or intends to enroll, and a copy of such records or reports shall be furnished to the parent, guardian, pupil, or student upon request.
 - (b) Other school officials, including teachers within the educational institution or agency, who have legitimate educational interest in the information contained in the records. Legitimate educational interests are defined as those of a school board employee authorized to teach, supervise, evaluate, recommend educational decisions, and post official information on a pupil or student as applies to program, conduct, and records. For public information each school facility shall maintain a current listing of the names and positions of those employees within the school facility who may have access to personally identifiable information.
 - (c) The U. S. Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or state or local educational authorities who are authorized

to receive such information subject to the conditions set forth in applicable federal statutes and regulations of the U. S. Department of Education, or in applicable state statutes and rules of the State Board of Education.

- (d) Other school officials, in connection with a pupil's or student's application for, or receipt of, financial aid.
- (e) Individuals or organizations conducting studies for or on behalf of an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering pupil or student aid programs, or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of pupils or students and their parents by persons other than representatives of such organizations and if such information will be destroyed when no longer needed for the purpose of conducting such studies.
- (f) Accrediting organizations, in order to carry out their accrediting functions.
- (g) For use as evidence in pupil or student expulsion hearings conducted by the School Board, pursuant to the provisions of Chapter 120, Florida Statutes.
- (h) Appropriate parties in connection with an emergency, if knowledge of the information in the pupil or student's educational records is necessary to protect the health or safety of the pupil, student, or other individuals and such other factors as:
 - 1) Seriousness of threat,
 - 2) Need for information to meet the emergency,
 - 3) Persons in charge of emergency are in a position to deal with the emergency, or
 - 4) Extent to which time is of the essence in the emergency.
- (i) The auditor general in connection with his official functions; however, except when the collection of personally identifiable information is specifically authorized by law, any data collected by the auditor general shall be protected in such a way as will not permit the personal identification of students and their parents by other than the auditor general and the staff, and such personally identifiable data shall be destroyed when no longer needed for the auditor general's official use.
- (j) A court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student or pupil's parent or guardian is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

- (k) A person or entity in compliance with a court order or the attorney of record pursuant to a lawfully issued subpoena, provided the student or the parent or guardian is notified in advance by the school district.
- (l) Credit bureaus, in connection with an agreement for financial aid which the student has executed, provided that such information may be disclosed only to the extent necessary to enforce the terms or conditions of the financial aid agreement. Credit bureaus shall not release any information obtained pursuant to this paragraph to any person.

Nothing contained in this paragraph shall prohibit any educational institution from publishing and releasing to the general public directory information relating to a pupil or student if the institution elects to do so.

- (m) Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy, in-school and out-of-school suspensions, to support alternatives to in-school and out-of-school suspensions and expulsions that provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions, and which support students in successfully completing their education. Information provided in furtherance of such interagency agreements is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family or for coordinating the delivery of such programs and services, and as such is inadmissible in any court proceedings prior to a dispositional hearing unless written consent is provided by a parent, guardian, or other responsible adult on behalf of the juvenile.
 - (n) Educational records may be disclosed if an educational agency or institution initiates legal action against a parent or student. The records that can be disclosed are those records of the student that are relevant to the action.
- (3) ***Directory information*** means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency of institution attended. (Authority: 20 U.S.C. 1232g(a)(5)(A)).

School District of Lee County's Policy and Definition Regarding Directory Information:

“DIRECTORY INFORMATION” includes the pupil or student's name,

address, date of birth, grade level, dates of attendance, degrees received, Honors and awards and the most recent previous educational agency or institution attended by the pupil or student.

The definition of “attendance” as it applies to this regulation under Family Educational Rights and Privacy (FERPA) is as follows:

Dates of attendance: (a) The term means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester, or a first quarter. (b) The term does not include specific daily records of a student’s attendance at an educational agency or institution. (Authority: 20 U.S. C. 1232g(a)(5)(A)).

Parents or guardians of minor students or students over the age of 18 must notify the student’s school of their preference regarding the release of “Directory Information” by checking the appropriate box located on the Code of Conduct signature page, which is in the front of the Code of Conduct for Students Pre-K-5 and Grades 6-12. This page must be completed and returned to the student’s school of assignment.

(a) The following procedures should be complied with when the signature page is received by the school with either the yes or no box checked:

1) The data entry clerk located at the school should enter the appropriate value in the release directory information area. There are two possible values for the release of directory information:

N – Do Not Release information per Code of Conduct

Blank – May release information

2) Place all students’ completed assurances pages from the Code of Conduct for Students in a file in the appropriate school office.

3) Set up a process to notify your staff not to release such information without student/parent/guardian written consent if the student is coded as an N – Do Not Release.

4) When requests for information are directed to Information Systems, it will be necessary for the requestor to specify if all students should be included or only those students who have explicitly requested that the information not be released via the Code of Conduct acknowledgement or due to legal requirements.

5) All organizational or agency requests for information must be forwarded to the Public Information Office.

6) If you have questions or concerns regarding specific requests for information, contact the Public Information Office or Student Records.

(b) No school or central office department shall release, to any individual, agency, or organization which is not listed in subparagraphs (a)-(l) (beginning on page 8 of this handbook), directory information relating to the student body in general or a portion thereof unless it is normally published for the purpose of release to the public in general. Lists of students will not be released except by school board action. Any educational institution making directory information public shall give public notice of the categories of information which it has designated as directory information with respect to all pupils or students attending the institution and shall allow a reasonable period of time after such notice has been given for a parent, guardian, pupil, or student to inform the institution in writing that any or all of the information designated should not be released.

(c) The provisions of this section shall also apply to any pupil or student records which any nonpublic educational institution that is no longer operating has deposited with the district school superintendent in the county where the nonpublic educational institution was located, with the clerk of the circuit court of that county, with the Department of Education, with the Division of Archives and Records Management of the Department of State, or with any other public agency.

7. Procedures for transfer of education records:

- a. Upon request of officials of educational institutions for transfer of a student's or a pupil's records, school officials shall make a reasonable attempt to notify the student or the parents or guardians of the pupil, as appropriate, of the transfer of the records at the last known address of the student or the parents or guardians of the pupil. This notice shall not be necessary if the student or the parents or guardians of the pupil initiate the transfer request, or when a district includes in its policies that it forwards education records on request to a school in which an adult student or a pupil seeks or intends to enroll.
- b. Upon written request of a student, a parent or guardian of a pupil, the receiving school, or by the Department of Education's Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.), the transfer of records shall be made immediately. The principal or designee shall transfer a copy of all Category A and Category B information and shall retain a copy of Category A information.
- c. Requests for student records for those who qualify as a child of a military family under School Board Policy 2.08 must be honored within ten days of receipt of the request (1000.37, F.S.).
- d. The transfer of student or pupil education records shall not be delayed for nonpayment of a fee or fine assessed by the school.
- e. In-county transfer:

(1) Sending school shall:

- (a) Issue a copy of the completed withdrawal form to the student to be carried to the receiving school.
- (b) Give the student a waiver application to be completed and turned in at the receiving school. (If the parent is with the child at the time of withdrawal, complete the waivers form at that time and forward it to the Student Assignment Office.)
- (c) Forward the student's cumulative folder directly to the school, when the receiving school requests it.

Refer to the Checklist for Transfer of Student Cumulative Records in the Appendix for the correct order to place items in the cumulative folder.

- (d) The computer student discipline summary should be attached to the withdrawal form kept in the cumulative folder when a student has a serious disciplinary record. When a student has a minor disciplinary record or no disciplinary record, this should be indicated at the top of the withdrawal form.
- (e) A list of all children enrolled in Head Start will be sent to the elementary schools of assigned boundary areas.
- (f) A list of all children enrolled in migrant kindergarten in elementary schools will be sent to the elementary schools of assigned boundary areas.

(2) Receiving school shall:

- (a) Require presentation of a completed withdrawal form or telephone the sending school to see if the student has properly withdrawn. If the student has not properly withdrawn and it is at all possible, the student should return to the sending school to be properly withdrawn.
- (b) Secure the completed waiver application form, or provide one to be completed, and the receiving school will forward it to the Student Assignment Office.
- (c) Require proof of residence (lease, mortgage acceptance letter, electric bill--*portion that shows name and address*, or electric deposit receipt).
- (d) Request the student's cumulative folder from the sending school.

Under the Federal District Court Order, an approved waiver application is necessary if the student transfers from one school zone to another school zone within the county at any time for any reason, which is granted for one year only. In each instance above, the word "parent" or "guardian" means the person or persons who can show evidence that they have legal custody of the child or are the natural parents of the child.

- f. Transfers out of county, out of state or to a private school via the F.A.S.T.E.R. System. (F.A.S.T.E.R. is an acronym for Florida Automated System for Transferring Educational Records. The F.A.S.T.E.R. System can be thought of as a Request/Response System. Requests are made to send or receive Educational Records, and district's respond to those requests.)
- (1) Information Systems (IS) will distribute reports to notify schools that a request for transfer of records via the F.A.S.T.E.R. System has been made by another school district.
 - (2) Immediately upon receiving the request the school will check that all demographic information is complete and correct, especially those fields concerning immunization status, ESE and LEP status.
 - (3) The school will immediately need to assure that all completed grades have been posted and also to update grades for courses in progress.
 - (4) Three (3) days after notification, IS will prepare the data for F.A.S.T.E.R. transmission and distribute formatted permanent records for review.
 - (5) The school will immediately review the formatted permanent records and notify IS of the status online. Either the information is approved (A) or in error (E). The data for permanent records in error needs to be corrected and the status changed online to corrected (C) by the school.
 - (6) Permanent records that have been approved by the school, (A), will be transmitted by IS via F.A.S.T.E.R. IS will reformat permanent records that were corrected and once again need to be reviewed and approved (A) online by the school before IS will transmit.
 - (7) The student record *must* be closed after IS via F.A.S.T.E.R has sent the student record information. Send the cumulative folder to Student Records, along with the verified copy of the transcript and withdrawal form.
 - (8) All records sent to Student Records must be complete with appropriate course code number, withdrawal grades, and correct withdrawal date and attendance information.
- g. Transfers out of county, out of state or to a private school without using the F.A.S.T.E.R. System.
- (1) If a request for a student record is made by not using the F.A.S.T.E.R. System, the school will close out the student record according to the following steps:
 - (a) Update all demographics on the mainframe.
 - (b) Check and update immunization status and LEP status.

- (c) Enter all courses in progress data and place a screen-print of that information in the cumulative folder.
 - (d) Attach the request for records on the top of the cumulative folder. Confirm that the folder contains a verified copy of the permanent record and the completed withdrawal form and send, via the pony, to the Imaging Department. If the student qualifies as a child of a military family, highlight that status on the request for records form.
- (2) If a request for a student record has not been made within 20 school days, the school will close out the student record according to the following steps:
- (a) Update all demographics on the mainframe.
 - (b) Check and update immunization status and LEP status.
 - (c) Enter all courses in progress data, and include a screen print of that screen and place in the cumulative folder.
 - (d) The records, for which requests have not been made, should be sent to Student Records after 20 school days. This is the same time that DNE records are sent in.
 - (e) Send a verified copy of the permanent record, along with the completed withdrawal form, in the cumulative folder to Student Records.
- (3) A disk containing Category A and Category B records will be sent by Imaging to private schools and schools outside the county and state of Florida upon request by adult student, parent or guardian of the pupil or requesting school.
- h. The Imaging Department will forward educational records to a school upon request for a prior Lee County pupil or student returning to the district.
 - i. Transcript of records:
 - (1) Transcript of a student's records shall not be released to any postsecondary school or institution of higher education, employer, etc., without written consent from the pupil's parent or eligible student.
 - (2) The first transcript will be issued free of charge, but there will be a cost as designated by the School Board for additional copies. This fee is currently set at one dollar (\$1.00).
8. Microfilming is to be completed each year on the following student records:
- a. Graduates from senior high: Each high school will be notified annually when to send graduate records to the Imaging department.
 - b. Dropouts and withdrawals: Records on dropouts and withdrawals should be sent to Student Records 20 days after a student has been withdrawn from school.

- c. Did Not Enter (DNE): DNE records should be sent to Student Records after 20 days.

NOTE: All records should be alphabetized prior to sending them to Student Records.

9. Destruction of cumulative records:

- a. Department of State Regulation 1A-21.05 states that no public records may be mutilated, destroyed, sold, loaned, or otherwise disposed of without the approval of the Division of Archives, History and Records Management, and that any willful or knowing violation will be a misdemeanor carrying a fine, upon conviction, of not more than \$500 or incarceration for not more than one year or both such fine and penalty.
- b. The Lee County School District is registered with the Division of Archives, History and Records Management to microfilm and destroy student cumulative records according to the above regulation.

10. Classified employees: The principal, for the purpose of doing clerical work and maintaining student records, may designate classified employees. However, such persons shall receive inservice training concerning the confidentiality of student records and work under the supervision and control of a professional staff member. Students shall not be delegated this responsibility.

11. Subpoenas: FERPA requires Districts to “notify” the parents and/or legal guardians of the subpoena and our intent to abide by it prior to our compliance to the subpoena. Best practices in this situation is to send a letter to the parent and/or guardian indicating that we received a subpoena and plan to comply with the subpoena, and include a copy of the subpoena with the letter to the parent and/or guardian. This can be accomplished by developing a form letter at your location in which you can fill in the appropriate information and attach a copy of the subpoena.

If you receive a subpoena for student records and you currently have those records in your building, you should notify the parent and/or eligible student and respond to the subpoena. If you do not currently have the student’s records, call 337-8182 to notify Student Records that you will be forwarding the subpoena to Student Records.

12. Securing of education records of pupils and adult students:

- a. The school principal or designee shall be responsible for the privacy and security of all pupil or student records maintained in the school.
- b. The superintendent of schools or designee shall be responsible for the privacy and security of all pupil or student records that are not under the supervision of a school principal.

13. Improper use of school records: ***Under no condition*** shall the school or any school related groups make the names and addresses of pupils or students available or sold to a private or commercial agency.

General Authority: 1001.41 F.S.

II. PROCEDURES

A. Administrative Procedures for Student Cumulative Records.

1. Prepare a Student Cumulative Record for each student that enrolls and attends class. Use computer labels. Enter name, date of birth and birthplace.
2. Prepare elementary Permanent Record Card (middle and high when appropriate)/ Academic Transcript.
3. Contents kept in Student Cumulative Record include Category A and Category B information as indicated on the Color Coded Student Cumulative Records Checklist on page 34.

B. Purging from Student Cumulative Record at 5th grade, 8th grade, and 12th grade, and withdrawals out of county prior to routing to feeder school or county office.

1. All old registration/enrollment sheets. (DO NOT purge an original Registration Form that contains the Home Language Survey questions.)
2. All report cards except end-of-year card. (Retain final report card for each grade.)
3. All migrant forms. (Leave the most current form.)
4. Withdrawal forms from previous years. (Leave the most current form.)
5. Reassignment forms from previous years. (Leave the most current form.)
6. Interim Reports. (Purge all.)
7. Parent conference records/forms, unless it specifically states on the document that it is to be maintained or is 504 or IDEA related.
8. Suspension letters.
9. Discipline referral forms. (Discipline records may be kept in a separate file. See page 24 for requirements.)
10. Bus referral and bus suspension forms.
11. Reading workbooks, worksheets, IRIs, reading test books or pages. (Keep only summary sheet with test scores.)
12. PreK ESE Assessment Profiles
13. Sample of student's work and/or portfolios, unless a specific request is made by a middle school, rubber banded to the outside of folder. **DO NOT SEND TO STUDENT RECORDS.**
14. All math tests including end of year.

IMPORTANT: The following items must remain in the cumulative folder.

- (a) 504 Accommodation Plan
- (b) Child Study Team Plan
- (c) ESOL insert and contents, including the original Home Language Survey (HLS may appear as questions on a registration form. Check registration forms carefully for original HLS before purging.)
- (d) Academic Improvement Plan (AIP) / Progress Monitoring Plan / RTI Documentation.

Refer to the Checklist for Transfer of Student Cumulative Records in the Appendix for the correct order items should be placed in the cumulative folder.

C. General guidelines for secretary (or designated person) in charge of Student Cumulative Records.

1. Type, or use computer labels for information found at the top of the cumulative folder and Permanent Record Card (name, date of birth and place of birth).
2. Each school shall keep a log for the transfer of records. This log shall include the date the record was sent, the name, ID, date of birth of the student whose record was sent and where the record was sent.
3. Place a **RED DOT** in the upper left-hand corner of any cumulative folder belonging to a student who has a medical problem as confirmed by the school nurse.
4. Place a **GREEN DOT** in the upper left-hand corner of any cumulative folder belonging to a student who has been psychologically tested.
5. Place a **BLUE DOT** in the upper left hand corner of any cumulative folder belonging to a student who has been determined eligible and receiving services under Section 504 of the Rehabilitation Act.
6. Labels showing test results should be placed on the back of the Permanent Record Card or test card before a record is sent on to the next school.
7. Within the county, wait for a request from another school. **DO NOT** send folders blindly through the pony (interoffice mail). After twenty days, if another school in the county has not requested the record, close the record out and send to Student Records at the LCPEC.
8. When a student with disabilities withdraws, make it very clear on the withdrawal slip the Service Delivery Model for the student. (The same information should be recorded on the Permanent Record Card when the folder is closed out.)
9. The reading level and math level should be written on the withdrawal slip beside the grade given. (This is necessary information for the receiving school in determining a

schedule for the student.)

10. The report card and grade label at the end of the year should indicate if a student was in Exceptional Student Education.
 11. All contents going inside the Student Cumulative Record must be uniform and no larger than letter size (8-1/2" x 11"), and as much as possible be placed on cards such as the Permanent Record Card.
- D. End-of-year records transfer: Each folder should be purged. The Color Coded Checklist must be filled out, signed and attached to each folder. At grades 5 and 8 the following lists should accompany cumulative records to feeder schools.
1. A list of students' cumulative folders being transferred.
 2. A list of identified students with disabilities by grade and service delivery.
 3. A list of students with severe health problems.
 4. A list of students receiving accommodations under 504.
 5. The sending schools should personally deliver cumulative folders with the lists.
- E. Summer School Student Cumulative Records.
1. Student cumulative folders of students who will possibly be retained or remedially placed in the 5th and 8th grade should be:
 - a. Kept at home school until summer school is completed and the final grade level decision has been made.
 - b. After summer school results are placed in the folder, it must be forwarded to the student's school of assignment.
 - c. A list of possible retentions or remedial placements must be sent to the feeder school of assignment along with all student folders of students being promoted. (All 8th grade student folders, except students possibly being retained, must be sent on to the appropriate high school.)
 2. Keep final report card of the summer session in the cumulative folder.
 3. Summer school grade labels and report cards for middle and high school students must be in the hands of the home school prior to preschool in the fall.
 4. Coordination in submitting grades promptly between the regular high school and any other program granting high school credit (LAMP, Adult, Vocational, etc.) is essential in giving continuity to the student's academic progress reports.
- F. Special school student records transfer.

1. *Charter Schools*: Follow regular procedure.
2. *Alternative Learning Center*: Send the cumulative folder with completed withdrawal form along with suspension, hearing and request letters to Student Services.
3. *Lee County Adolescent Mothers Program (LAMP)*: Follow regular procedures.
4. *High-Tech Centers*: Home schools will retain student's records while the student is enrolled in a Pre-K to 12th grade program. Student's records shall be sent to the Student Records department when a student is enrolled in the Adult Career and Technical Education Program. (Records shall be properly closed out.)
5. *Detention Center*: Home schools will retain the student's records while the student is in detention. If the student does not return to the home school and another school has not made a request for records, the home school shall close out the student's records and send to the Student Records department provided that the school social worker has verified the student is not returning to school.
6. *Hospital/Homebound Program*: The home school is to retain the student's records while he/she is in the program.
7. *Vince Smith Center*: Follow regular procedure.
8. *Marine Institute*: The home school is to close out the record and send folder to the Marine Institute.

RECORDS RETENTION

General Records Schedule GS7

Division of Library and Information Services

Bureau of Archives and Records Management

The following is a partial list of the General Records Schedule for Public Schools Pre-K-12, Adult and Career and Technical.

ABSENTEE EXCUSES AND ADMISSION SLIPS

This record series consists of notes from parents or guardians concerning excuses and admissions to classes.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ACCIDENT RECORDS

This record series consists of documentation of a student having an accident on school grounds, in the building or involved in school activities. These records may record when and where the accident took place as well as who was involved. Actions taken by staff might also be noted. These records **do not** document medical attention rendered by staff or volunteers.

RETENTION:

- a) Record copy. Five (5) years after report.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ACCREDITATION RECORDS: FINAL SELF-STUDY

This record series consists of a final self-study accreditation report documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of the school. See also “ACCREDITATION RECORDS: SUPPORTING DOCUMENTS.”

RETENTION:

- a) Record copy. Five (5) fiscal years provided applicable audits are released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ACCREDITATION RECORDS: SUPPORTING DOCUMENTS

This record series consists of supporting documents documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of the school. Supporting documentation may include checklists, inventories, copies of policies/procedures/directives and correspondence. See also “ACCREDITATION RECORDS: FINAL SELF-STUDY.”

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ADMINISTRATION AND AUTHORIZATION OF MEDICINE

This record series consists of a written notice from a parent or guardian authorizing the school to administer prescription and non-prescription medicine to their child in accordance with a prescription, directions, and district policies. The parent/guardian and doctor’s names, addresses, and telephone numbers may be listed on the notice in case of emergency. This series may contain records which document the administration of medicine to a student including: the name of the

medicine administered and by whom, the dosage, the child's name, the date and time, refusal of a student to take the medicine, and the quantity of drugs remaining. In childcare settings, the series consists of a written authorization. This authorization requires the name of the child, medication, date/time/method of administering, and amount of dosage given. The adult who administered the drug signs this form. *Please refer to Florida Administrative Code Rule 10M-12.008, for childcare settings.*

RETENTION:

- a) Record copy. Seven (7) years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

AGREEMENTS: EXPUNGE, DELETE, OR CORRECT STUDENT RECORD

This record series consists of a written agreement between the parent/guardian or adult student and the school official who attests that the student's cumulative record has been altered. This agreement need not note what the alteration was or what documents it may have effected. Please refer to Florida Administrative Code Rule 6A-15.013 (5)(k)(3).

RETENTION:

- a) Record copy. Permanent. Media optional.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

APPLICATIONS: FREE AND REDUCED PRICE MEALS

This record series consists of application forms for free and reduced price lunch, notices indicating the status of the application, and final decision of eligibility. This series applies to the National School Lunch Program, Special Milk Program, School Breakfast Program, and the Summer Food Service Program. Please refer to 7 CFR 210.9-210.28, 215.7-215.12, 220.7-200.14, 225.6-225.16, and 226.6-226.22.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits are released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ARREST INFORMATION: STUDENT

This record series consists of information on a student provided by an arresting authority to a public system pursuant to section 985.207, F.S. This series may consist of notification from the principal to the student's teachers, from the superintendent to the principal, as well as any forms from the law enforcement agency detailing the arrest. As specified by law, this information may not be placed in a student's permanent record.

RETENTION:

- a) Record copy. Nine (9) months from date of arrest.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ATHLETIC ELIGIBILITY RECORDS

This record series consists of an eligibility form, which attests to and is signed by teachers regarding a student's ongoing academic eligibility for participation in athletic competitions. These forms are completed prior to competitions and may require the teacher to report the current grade of the student in his/her class. It may also allow teachers to comment on a student's attitude, attendance, or other non-academic factors used to determine participation in athletics.

RETENTION:

- a) Record copy. Six (6) months after the season ends.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ATTENDANCE RECORDS: STUDENT

This record series consists of records showing attendance of student at school. This series includes bubble sheets used to record attendance in class, rosters of absences and tardiness, as well as automated records of daily attendance. Please refer to Florida Administrative Code Rule 6A-1.044, "Pupil Attendance Records."

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits are released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BALLOTS: STUDENT ELECTIONS

This record series consists of ballots for student elections. These ballots may cover election of student government/club officials, and pageant winners and polling on resolutions or issues.

RETENTION:

- a) Record copy. Ninety (90) days after results announced.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CLINIC LOG

This record series consists of a list of which children enter the clinic, the date and time, the reason, the nurse/parent/staff member on duty, and the time departed. *Please refer to Florida Statute 95.11, for statute of limitations on medical malpractice.*

RETENTION:

- a) Record copy. Seven (7) years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DIPLOMAS/CERTIFICATES: STUDENT

This record series consists of student diplomas, certificates, or awards, which are never collected by students or are returned to the school due to a wrong address.

RETENTION:

- a) Record copy. Ninety (90) days.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)

This record series consists of files and related materials created in reviewing an adverse action or statement against a student, copy of the proposed adverse action with supporting documents, statements of witnesses, reports and decisions. Among the reports may be bus driver's reports on students' misbehavior on school buses. Each district should classify in policy what actions will be considered "major offenses." See also "EXPULSION RECORDS: STUDENT."

RETENTION:

- a) Record copy. Three (3) school years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)

This record series consists of files and related materials created in reviewing an adverse action or statement against a student, copy of the proposed adverse action with supporting documents, statements of witnesses, reports and decisions. Among the reports may be bus driver's reports on students' misbehavior on school buses. Each district should classify in policy what actions will be considered "minor offenses."

RETENTION:

- a) Record copy. Retain until end of school year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EMERGENCY NOTIFICATION RECORDS

This record series consists of documentation which may identify the emergency contact person for a student, the name and phone number of the family doctor, refusal of treatments, names of individuals allowed to remove the student from school, and any family code words used to identify persons with permission to remove the child. These records are updated annually or whenever necessary by the student, parent, or guardian.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXAMINATION MATERIALS: STANDARDIZED

This record series consists of materials necessary to administer standardized examinations and tests to facilitate measuring student's performance or level of acquired knowledge. Materials may include, but are not limited to, test answer sheets, exam booklets, directions for administering the test, grading scales or keys, and other testing protocols. This record series may include the California Achievement Test, SAT/ACT/ASVAB, and any standardized tests (mandated locally) administered by the teacher. This series does not include psychological testing materials.

RETENTION:

- a) Record copy. Retain until ninety (90) days after the test results are posted to the student record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXAMINATION REPORTS: STANDARDIZED

This record series consists of those general statistical reports produced as a result of the administration of a standardized examination. These reports might show the percentage of students who passed or failed, areas of general weakness by age or grade level, or statistics produced which demonstrate racial/gender/or development patterns. These reports do not contain student specific results but are numerical comparisons, attendance lists, and other general data.

RETENTION:

- a) Record copy. Three (3) fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXAMINATION RESULTS: STANDARDIZED

This record series consists of the final results of a student's performance on a standardized test other than the SSAT. A copy of these results may be sent home with the student. This series does not include the results of practice tests or psychological testing.

RETENTION:

- a) Record copy. Retain until posted to the student record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXCEPTIONAL STUDENT EDUCATION RECORDS

This record series consists of a wide variety of information on an individual student tested for or enrolled in an Exceptional Education Program. These files may include, but are not limited to: staffing checklists or forms; Individual Education Plans (IEPs); Educational Plans (EPS); Family Support Plans (FSPs); parent invitations to attend IEP meetings; notices of re-evaluation; notice of a diploma option; formal notice of denial (into the program, to initiate a formal evaluation, to include a requested component of the IEP, and to make a program or placement change); case histories showing reasons for a student's removal from the regular classroom; parent consent form for testing;

and evaluation and re-evaluation reports. These records are used in the FTE audit process and are part of Category B information — BUT HAVE A LONGER RETENTION REQUIREMENT THAN OTHER CATEGORY B INFORMATION. *Please refer to 34 CFR 300.560-300.577 and s. 1415(b) of 20 USC Chapter 33.* SEE ALSO “EXAMINATION MATERIALS: STANDARDIZED PSYCHO EDUCATIONAL.”

RETENTION:

- a) Record copy. Five (5) years after graduation, transfer out of program, refusal of admittance to the program, or withdrawal from school district provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXPULSION RECORDS: STUDENT

This record series consists of suspension notices stating the reasons therefore, investigative reports, notice of hearing, transcript, recommendations, and final outcome. See also “DISCIPLINE RECORDS: STUDENT (FINAL ACTION)” and/or “DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE).”

RETENTION:

- a) Record copy. Five (5) fiscal years after final disposition.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FALL STAFF SURVEYS

This record series consists of backup materials, ESE 058 (formerly EEO-5), and supporting documents.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits are released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FIELD TRIP AUTHORIZATIONS

This record series consists of records regarding parental/guardian approval/disapproval to take students on trips. Documentation normally includes purpose of trip, date, and destination. The parent or guardian can handwrite these records or District approved forms with a parent/guardian signature. The record excludes any financial transactions (expenditures).

RETENTION:

- a) Record copy. Retain until end of school year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FOLLOW-UP SURVEYS

This record series consists of an annual survey of graduates and students that leave college early.

RETENTION:

- a) Record copy. Three (3) years after completion.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FOOD SERVICE RECORDS: ANALYSIS REIMBURSEMENT/CLAIM REPORTS

This record series consists of monthly reimbursement and claim reports used in administering the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by Volume 7 of the Code of Federal Regulations.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FOOD SERVICE RECORDS: END-OF-MONTH REPORTS

This record series consists of documentation of menus, food production, sales tax reports, meals sold, inventory costs of purchased foods and commodities used in administering the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by Volume 7 of the Code of Federal Regulations.

RETENTION:

- a) Record copy. Three (3) fiscal years after submission of the final Claim for Reimbursement for that year provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FOOD SERVICE RECORDS: INVENTORY

This record series consists of inventory of purchased foods, non-purchased foods, supplies and small-wares. See also “PROPERTY CONTROL RECORDS: ANNUAL REPORT.”

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FOOD SERVICE RECORDS: PRODUCTION

This record series consists of monthly and master rosters of students, the number of meals served by category including meal tickets, and supporting documentation used in administering the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by Volume 7 of the Code of Federal Regulations.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FOOD SERVICE RECORDS: RECEIPT REPORTS

This record series consists of reports of documentation of all receipts for the day that are created in administering the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by Volume 7 of the Code of Federal Regulations.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (SCHOOL)

This record series consists of school certification for Full-Time Equivalency (FTE) records. These documents include student demographics, enrollment, attendance, course schedules, and related records and are described in the “FTE General Instructions.” See also “FULL-TIME EQUIVALENCY RECORDS: ANNUAL PROJECTIONS,” “FULL-TIME EQUIVALENCY

RECORDS: CERTIFICATION (DISTRICT)” and/or “FULL-TIME EQUIVALENCY RECORDS: SUPPORTING DOCUMENTS.”

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

GRADE RECORDS: FINAL GRADES

This record series consists of student final grade reports, which may be used in the FTE audit. See also “GRADE RECORDS: INTERIM GRADES” and/or “GRADE RECORDS: TEACHER GRADE BOOKS.”

RETENTION:

- a) Record copy. Retain until posted to permanent record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

GRADE RECORDS: INTERIM GRADES

This record series consists of student interim grade reports, which may be used in the FTE audit. See also “GRADE RECORDS: FINAL GRADES” and/or “GRADE RECORDS: TEACHER GRADE BOOKS.”

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

GRADE RECORDS: TEACHER GRADE BOOKS

This record series consists of student grade reports, which may be used in the FTE audit. See also “GRADE RECORDS: FINAL GRADES” and/or “GRADE RECORDS: INTERIM GRADES.”

RETENTION:

- a) Record copy. Three (3) fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

HALL PASS

This record series consists of written hall passes authorizing a student to leave class for another point on campus. The pass may record, but is not limited to, the name of the student, the authorizing signature, the time departed, the designation location, and the reason for travel.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

HEALTH IMMUNIZATION NOTICE OF NON-COMPLIANCE

This record series consists of a district generated letter or notice which informs parents, guardians, or adult students that they are not in compliance with Florida’s immunization standards. The notice may encourage compliance by a given date and describe the penalties for non-compliance.

RETENTION:

- a) Record copy. Retain until in compliance.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

IN-SERVICE EDUCATION RECORDS

This record series consists of component name and identification number, specific objectives, description of activities, component evaluation, budget, names of participants and performance records.

RETENTION:

- a) Record copy. Five (5) fiscal years provided posted to permanent record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INSPECTION RECORDS: FACILITIES/BUILDING

This record series consists of reports for fire, security, and safety. It also includes inspections of school board facilities reflecting compliance with the standards, rules, and codes affecting the health and safety of the occupants. This series does not include safety or security drills/exercises.

RETENTION:

- a) Record copy. Five (5) fiscal years after reinspection.

- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

LESSON PLAN BOOKS/FILES

This record series consists of the lesson plan books/files used by each teacher for the classes or subjects they are teaching.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PROFESSIONAL ORIENTATION PROGRAM RECORDS

This record series consists of beginning teacher program portfolio contents.

RETENTION:

- a) Record copy. Three (3) fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RELEASE OF INFORMATION: GENERIC

This record series consists of a form or record, which authorizes the release of educational information to another party by the parent/guardian or the adult student. This release would indicate what records are to be sent and to whom or what institution. This retention does not apply to a release of medical or psychological information.

RETENTION:

- a) Record copy. Retain as long as the cumulative record that it relates to.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RELEASE OF INFORMATION: MEDICAL

This record series consists of a form or record, which authorizes the release of medical records by a full-service clinic or school nurse for the purpose of transfer, family request, or another doctor's review. Health data can only be released to a health professional. This release is identical to those required in more formalized health care facilities.

RETENTION:

- a) Record copy. Seven (7) anniversary years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SCHOOL CHOICE RECORDS

This record series consists of a student or parent's request for transfer to a school of their choosing. This series may include an application, supporting documentation, and a parent's consent to provide the necessary transportation. The file could also contain a review of materials and a letter of approval or denial.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SECURITY REPORTS

This record series consists of reports of and action taken pertaining to acts of vandalism, fire and theft prepared in accordance with policies of the district board of trustees. These reports may be filed with insurance claims or may exist separately. The content of the report might include: the damage done, what caused the damage, actions taken by staff to protect property and life, date/time/location of event, estimated costs of repair, staff who discovered damage, and time reported (if reported) to authorities. These reports do not record medical attention rendered by staff.

RETENTION:

- a) Record copy. Five (5) fiscal years after final disposition.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SELECTION PROCESS: STUDENT ACHIEVEMENT AND TEACHER AWARDS

This record series consists of the documentation leading to the selection of a student(s) or teacher(s) for awards. Students may receive awards by subject area, attitude, attendance, etc. Teachers may compete for awards such as the Teacher of the Month or Year, a Lifetime Achievement or Favorite sponsor award. This series may consist of award criteria, nomination forms, committee evaluations, vote sheets, application or nomination supporting documentation, and a final decision.

RETENTION:

- a) Record copy. Ninety (90) days.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SKILL MASTERY RECORDS

This record series consists of evidence of competency levels attained by students during the school year on skills mastery tests and practice tests for such standardized exams as the SAT, ASVAB, and the GED. These records include the answer sheets, test booklets, scoring criteria and test result notification. These records are not posted to the student record and serve only as a guide for improvement before the official test is given.

RETENTION:

- a) Record copy. Thirty (30) days after notification of test results.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SPEAKER CONFIRMATION RECORDS

This record series consists of records documenting a guest speaker's visit including: a copy of the invitation, confirmation of date/time/locale/topic, a sample of the handouts or literature to be distributed, fee reimbursement procedures, and a short speaker biography for introduction purposes.

RETENTION:

- a) Record copy. Three (3) fiscal year provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STATE STUDENT ASSESSMENT RECORDS: DISTRICT/SCHOOL

This record series consists of the results of the State Student Assessment Tests at the district/school level.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STATE STUDENT ASSESSMENT RECORDS: STUDENT

This record series consists of the results of the State Student Assessment Tests.

RETENTION:

- a) Record copy. Retain until test scores posted to "Category B, Cumulative Folder."
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STATEMENT OF CONTEST

This record series consists of a statement by a student or parent contesting a part of the student

educational record. This statement was included in the cumulative folder after a hearing had denied the parent or student's request that the information be removed. Please refer to 34 CFR 99.21.

RETENTION:

- a) Record copy. Retain as long as the item it relates to.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT BROADCAST RECORDS: AUDIO/VIDEO

This record series consists of audio/video tapes of student television and radio broadcasts. These presentations may be shown on an inner-campus system or community access station. *This series may have archival value.*

RETENTION:

- a) Record copy. One (1) year after broadcast.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT CLASS WORK RECORDS

This record series consists of non-standardized tests, term papers, homework, artwork, lab projects, and other class work materials. Class work in the possession of a student is not a public record. This retention applies only to class work in the care of the teacher or other staff member.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT EDUCATION RECORDS: CATEGORY A

RETENTION:

- a) Record copy. Permanent. Media optional.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT EDUCATION RECORDS: CATEGORY B

RETENTION:

- a) Record copy. Three (3) anniversary years provided any applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT LISTS

This record series consists of student lists prepared for various programs and other activities, such as: students participating in a club meeting, attending an assembly, acting as hall monitors, or out of school on a field trip or team sporting event.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT NEWSPAPERS

This record series consists of a single copy of each student produced newspaper or newsletter as published by the student journalism or mass media class.

RETENTION:

- a) Record copy. One (1) year after publication.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT ORGANIZATION RECORDS

This record series consists of the minutes, supporting materials, ephemera, and publications of a

registered student organization. These materials may include, but are not limited to, membership roster, project-related materials, philanthropy records, and teacher-sponsor notes.

RETENTION:

- a) Record copy. One (1) school year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT SCHEDULE RECORDS: FINAL SCHEDULE

This record series consists of documentation of the final class schedules as required for FTE audits. See also “FULL-TIME EQUIVALENCY RECORDS.”

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SUBSTITUTE TEACHER ROSTER

This record series consists of a list of available substitute teachers available on a given day. Schools may select a substitute from the roster to fill in for a teacher absent from the classroom on that day. The roster may change daily, weekly, or monthly based on substitute availability.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TEXTBOOK ACCOUNT FILES/INVENTORIES

This record series consists of order forms, authorized student book lists, damaged and lost lists, inventory lists, includes Principal’s Annual Report of the number of textbooks used at the school.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

VOCATIONAL EDUCATION INFORMATION SYSTEM: FINAL CLASS REPORTS

This record series consists of the district’s final class reports, which contain individual class records by program, race, sex, and social security number of student. These records demonstrate program attendance. This record series is no longer being created and will be eliminated from this schedule in the year 2000.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

VOCATIONAL PLACEMENT REPORTS

This record series consists of yearly placement reports and those, which show percentage of placement of students into a vocational/technical program.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

VOLUNTEER PROGRAM RECORDS: NON-STATE/FEDERAL

This record series consists of volunteer programs that are not related to federal or state programs,

such as Green Thumb, Community Service, probation, or VISTA. These are local, district programs or non-profit civic or private industry partnerships. These records include volunteer qualifications, types of work available, special event programming, and mentor appointments. Volunteer personnel records are listed in the General Records Schedule for State and Local Government GS1. See also "GRANT FILES: FEDERAL," and/or "GRANT FILES: STATE."

RETENTION:

- a) Record copy. Three (3) fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**CHECKLIST FOR TRANSFER OF STUDENT CUMULATIVE RECORDS
BETWEEN LEE COUNTY SCHOOLS AND STUDENT RECORDS DEPARTMENT**

School Transferred From:	
School Transferred To:	
Student's Name:	Student ID:

Directions: Use this checklist to verify that all items listed are in the Cumulative Folder. Keep originals and purge copies. Black ink should be used to write on documents as pencil is hard to image. Cumulative folders must be arranged in the following order per the Superintendent. Place this checklist in the front of the student's cumulative folder.

A cumulative folder may not be transferred to other schools, or to the Student Records or Imaging Department, unless it is complete and in an organized fashion as indicated below.

Schools receiving a cumulative folder from another Lee District school should not accept the folder unless it is complete and in an organized fashion as indicated below.

CHECKLIST	
✓	CATEGORY C Legal Documents (Orange Folder) – 3 Years after Exiting LCSD
	1. Divorce or Custody Papers
	CATEGORY A (Red Folder) – 99 Years after Exiting LCSD
	1. Records Request (Most Recent)
	2. Birth Certificate or Birth Registration – (If the birth certificate or registration is small, tape it to an 8½ x 11 sheet of paper)
	3. Legal papers indicating name change
	4. Permanent Record Card(s) for Elementary School
	5. Transcripts for Middle & High Schools
	6. Withdrawal Form (Most Recent)
✓	CATEGORY B Child Study Team (Pink Folder) – 3 Years after Exiting LCSD
	1. Child Study Team Meeting Notes & Documentation
	2. AIP / PMP/RTI Documentation
	3. FBA / BIP (For Non-ESE Students Only)
✓	CATEGORY B Curriculum (Yellow Folder) – 3 Years after Exiting LCSD
	1. Test Scores
	2. Report Cards
	3. Reading Folders
	4. Math Folders
	5. Summer Data
	6. Community Service
	7. PreK ESE Assessment Profiles
	8. Out-of-County or Out-of-State Records
✓	CATEGORY B ESE – (Green Folder) – 5 Years after Exiting LCSD If a student was claimed for ESE Services, the information listed below needs to be filed in this green folder.
	(Prong Inside Front Cover)
	1. Notice and Consent for Placement Form
	2. Not Eligible Notices
	3. Temporary Assignment Notices
	(In Reverse Chronological Order as They Apply)
	1. Pre-Referral Documentation
	2. Parent Consent for Testing
	3. Psychological Evaluation Reports
	4. Transfer In or Temporary Documents
	5. Educational Plans (EP's)
	6. Individual Education Plans (IEP's)
	7. Staffing Meetings
	8. Re-Evaluation Notices
	9. Informed Notice of Meetings
	10. Supporting Documents for the IEP, such as BIP / FBA
	11. Speech/Language Documents

✓		CATEGORY B ESE MATRIX – (Manila Folder) – 5 Years after Exiting LCSD If a student was claimed for ESE Services, there must be a Matrix filed in this manila folder to match the services indicated on the IEP or EP. All fields on the matrix form must be completely filled out including name of persons filling out the form, students minutes information, the date completed, primary and other exceptionalities, the rating total and the cost factor. All domains (A-B-C-D-E) require a rating total. The date of the matrix should be on all pages as they will get torn apart for imaging.
	1.	Matrices (Current on Top)
✓		CATEGORY B ESOL – (Blue Folder) – 5 Years after Exiting LCSD If the student was claimed/tested for ESOL services, the information listed below needs to be filed in the ESOL blue folder.
		(Back to Front)
	1.	School District of Lee County Registration Form, signed and dated by parent with the Home Language survey questions completed.
	2.	Test Delay Letter (If Applicable)
	3.	Program Notification Letter
	4.	Notification of Exit (If Applicable)
	5.	LAB Test
	6.	Aprenada Test or Review of Academic Background (If Applicable)
	7.	Crane Oral Dominance Test or Statement of Language Dominance (If Applicable)
	8.	CELLA Test Results
	9.	Profiles – One (1) Student Profile and ELL Plan are required for each FTE survey period (Survey 2 and 3).
	10.	ELL Committee Documents (If Applicable) (with invitation letter to parents)
	11.	LF Report Cards (If Applicable)
	12.	LZ Profile (If Applicable)
✓		CATEGORY B MEDICAL (White Health Insert) – 7 Years after Exiting LCSD
	1.	Health Examination
	2.	Parent Medical Requests
	3.	Certificate of Immunization – Blue Card
	4.	Connors Forms
	5.	Other Medical Items
✓		CATEGORY B MISC. – (Gray Folder) – 3 Years after Exiting LCSD
	1.	Student Registration Form
	2.	Proof of Residence
	3.	Race/Ethnicity Survey
	4.	Supervisory Form
	5.	School Choice Assignment Form
	6.	Social Security Card (Not required)
	7.	Previous Withdrawal Forms
	8.	Previous Record Requests
	9.	Driver Education Certificate
✓		CATEGORY B 504 Accommodation Plan (Purple Folder) – 3 Years after Exiting LCSD
	1.	504 Accommodation Plan (Latest on top)
	2.	Supporting Documents for 504

Note: Signing below indicates that this cumulative folder has been reviewed and is properly organized before leaving the school.

Principal / Designee Signature:	Date:
Comments:	