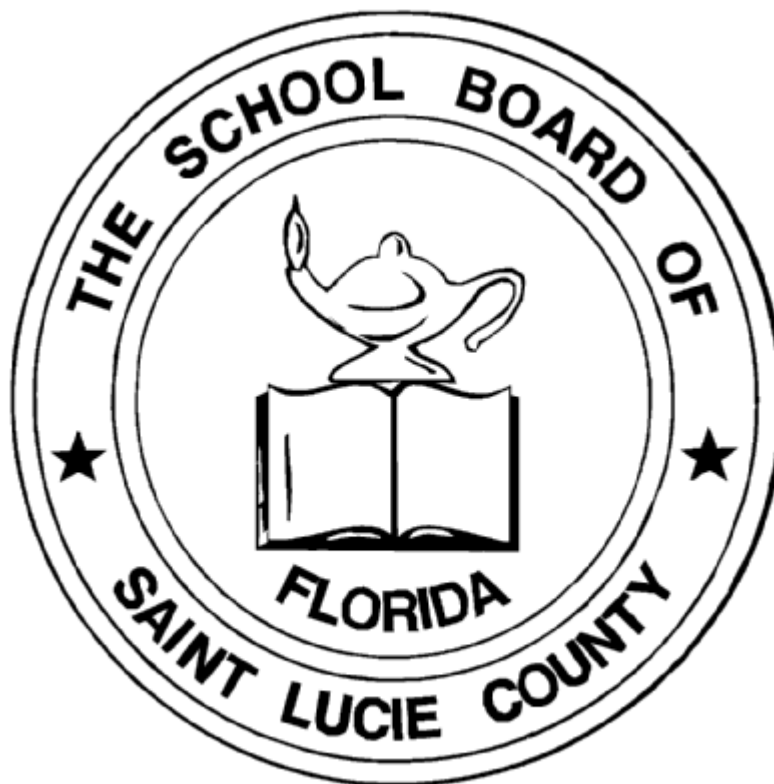


# THE SCHOOL BOARD OF ST. LUCIE COUNTY



## STUDENT EDUCATIONAL RECORDS MANUAL

Adopted November 8, 2011  
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# **Maintenance of Student Records**

## 1. Maintenance of Student Records

Student records are those records, files, documents, and other materials which contain information directly related to a student and are maintained by an educational agency or institution or by a person acting for such agency or institution. The St. Lucie County School District shall initiate and maintain a cumulative record folder for each student attending its school. Only the information listed on the cumulative folder checklist should be included (see checklist appendix F) in the cumulative folder. The following exceptions are not student records and should not be included in the folder. See Appendix C for attendance codes referenced in this document.

- a. Records kept by teachers, counselors, or supervisory or administrative personnel that are in the sole possession of the maker and are not revealed to another person except a substitute;
- b. Employment records of a student employee if those records are made and maintained in the normal course of business, related exclusively to the student in his or her capacity as an employee, and are not made available for any other use;
- c. Records created or received after the student is no longer in attendance and that are not directly related to that individual's attendance as a student.
- d. Grades on peer-graded papers before they are collected and recorded by a teacher.

### Instructions for Cumulative Folders

- a. Cumulative Folders need to be in order according to the Cumulative Folder Checklist (in Appendix F) prior to being sent to the District Records Department, another school, Placement Review, etc. Student cumulative records received from in-district schools that are not in order shall be returned to the sending school so that they can be updated. Should this happen, the update needs to be immediate as the school where the student enrolled will need the record immediately.
- b. Schools should develop internal procedures to insure that cumulative records are complete and in order prior to leaving the school. These procedures should include:
  - Method for notifying designated staff such as health paraprofessionals, ESE Department Chairs, school counselors, the student's teacher(s) that the student is withdrawing and requiring all documents that belong in the cumulative record are turned in immediately to a designated staff person. See sample routing slips.
  - Method to review the student's discipline file to insure that ONLY those documents referenced in the checklist and on the orange discipline folder are included.
  - Procedure for using the current checklist to properly prepare the record for delivery to the receiving school or department.

- c. Schools shall follow the record retention schedules in the Florida Department of State General Records Schedule GS7. When information is purged from records, it is essential that schools follow the instructions for the destruction of records in Fla. Admin. Code R. 1B-24-003(10). The District Records Department can provide valuable training to staff that are responsible for student records so that schools are in compliance with State and Federal laws, policies, and procedures on this issue.

(YOUR SCHOOL NAME HERE)

## INCOMING CUMULATIVE FOLDER REVIEW/ PRIOR SCHOOL RECORDS ROUTING FORM

**IMPORTANT INFORMATION:** Cumulative records are confidential and **MUST** be kept in locked files. Use of this checklist does not mean that the hard copy cumulative folder must be routed, but is an optional way to ensure that required information is reviewed. The checklist should be routed to staff to inform them that the record was received and when they have reviewed the record, they should initial and date the form.

Student Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Please follow the list below when new school records arrive at (YOUR SCHOOL NAME HERE).

	<u>Date</u>	<u>Initials</u>
1. School Clerk Sign records into logbook & insert into St. Lucie County cumulative folder.	_____	_____
2. School Data Specialist Enter data into computer	_____	_____
3. Health Paraprofessional Organize health info in green health folder	_____	_____
4. ESE Chair Review records for any ESE information & Conduct Intake with previous school if found	_____	_____
5. ESOL Coordinator Review records for any ESOL information Conduct Intake with previous school if found	_____	_____
6. School Counselor Review records for any PST information	_____	_____
7. Classroom Teacher Review all contents in cum folder	_____	_____

(YOUR SCHOOL NAME HERE)

**OUTGOING CUMULATIVE FOLDER  
ROUTING FORM**

**IMPORTANT INFORMATION:** Cumulative records are confidential and **MUST** be kept in locked files. Use of this checklist does not mean that the hard copy cumulative folder must be routed, but is an optional way to ensure that required information is in the folder, as required. The checklist should be routed to staff to inform them that the record is leaving the school. Their initials and date indicate that all required information is in the student's record.

Student Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

	<u>Date</u>	<u>Initials</u>
1. School Clerk Obtains St. Lucie County cumulative folder from vault. Clips withdrawal and routing form to front. Log start date of routing.	_____	_____
2. School Data Specialist Enter withdrawal data into computer. Prints/sends (via FASTER) transcripts if needed.	_____	_____
3. Media Specialist Check for unreturned books, document any fees on withdrawal form.	_____	_____
4. Cafeteria Manager Check for any money due and document on withdrawal form.	_____	_____
5. ESE Chair Check that all IEP documentation is current and accounted for.	_____	_____
6. ELL Coordinator Check that all ELL information is current and accounted for.	_____	_____
7. School Counselor Check that all PST information is current and accounted for.	_____	_____
8. School Clerk Check that cumulative folder is in order as indicated on checklist. Send records out.	_____	_____

# **Custody of Student Cumulative Record Folders**



## **2. Custody of Student Cumulative Record Folders**

- a. Cumulative record folders of students actively enrolled in a school shall be kept in a secure storage area. A Records Custodian appointed by the principal shall be responsible for the privacy and security of student records to ensure confidentiality. The Records Custodian shall be responsible for the proper maintenance of sign-out documents and a sign-in/sign-out log when cumulative records are removed from the school storage area. If cumulative records are removed from the storage area, it is the responsibility of the staff member removing the record to keep such record in a secure locked location. A cumulative folder should only be signed out from the storage area for a maximum of 48 hours. At no time should a student's cumulative folder be left in an unsecured location. At no time should students have any access to cumulative folders (unless the student has attained the age of eighteen at which point rights of access previously accorded to the parent are accorded to the student).
- b. If a student no longer attends a school within the District, the cumulative folder shall be kept at the District Records Center, here in after known as DSRC.
- c. The DSRC will not receive cumulative folders for students who are coded as W01, or WO2.
- d. The DSRC will only receive cumulative folders for DNE students who never entered the school district (e.g. have no history of attendance in our school district). All other DNE withdrawal codes must be updated to the proper withdrawal code before sending to DSRC.
- e. The principal of each school is responsible for maintaining the cumulative record folders of students attending such school. The Assistant Superintendent for ITS is responsible for preserving cumulative record folders of students who no longer attend a school within the district. Administrators are also responsible for the privacy and security of student records within their custody. A handbook is also maintained on the district website to assist schools with procedures for the DSRC.
- f. A designated storage area must be established for the storage of student cumulative folders. The designated area housing student cumulative folders must be locked at all times. The principal or principal's designee(s) (records custodian) shall be the only individual with a key to access the student record storage area.
- g. The records custodian shall be responsible for the privacy and security of student records to ensure confidentiality of the record.
- h. A procedure must be established by administration for the review of cumulative folders. If cumulative folders are removed from the school storage area, the cumulative folder must be signed out and signed back into the school storage area. ESE Blue Folders and ESOL Folders MUST NOT be pulled from the Cumulative Folder. If the ESE or ESOL file is needed, the entire cumulative folder must be checked out and then checked in when tasks are completed. Under some circumstances health paraprofessionals pull the health folder to update them. As much as is possible, these need to remain in the cumulative folder with the health paraprofessional returning them to the cumulative file after updates have been applied. If a health paraprofessional pulls health folders, it is very important that these be returned to the cumulative record before it leaves the school (such as to District Student Records or another school), for an audit, review, etc. It is recommended that these records be re-filed in the file before the staff who use them leave for the summer. During the school year, you should have a cumulative folder checklist with a routing slip to these staff to better ensure that all of these records are with the cumulative record when the student withdraws, there is an audit, etc.
- i. A storage area check must be made twice a year, once before the end of the first marking period and the second after FTE. It is recommended schools perform a storage area check every nine weeks. Following this procedure will help eliminate the possibility of lost records.

- j. Cumulative folders may be maintained at your schools **30-90 school days after withdrawal**, unless the student transfers to another school in the district. The transfer of cumulative folders from school to school within the district should be handled as expeditiously as possible. It is the responsibility of the schools to transfer student records in a timely manner. Please see Cumulative Folder Checklist (in Appendix F) for guidelines prior to transfer of a folder.
- k. A notice shall be posted in the cumulative folder storage area with instructions for the proper method to remove a cumulative folder from the storage area (see Appendix B).
- l. If a cumulative folder is removed from the storage area, the staff member removing the folder must contact the Records Custodian to complete the proper documentation for removal of the cumulative folder.

**LOCATION OF  
STUDENT RECORDS  
AND  
CUSTODIANS OF  
STUDENT RECORDS**

### 3. Location of Student Records and Custodians of Student Records

<b>Records Custodian</b>	<b>School Name</b>	<b>Street Address</b>	<b>City</b>
Principal or Designee	Allapattah Flats K-8	12053 NW Copper Creek Road	Fort Pierce, FL 34987
Principal or Designee	Bayshore Elementary School	1661 SW Bayshore Drive	Port St. Lucie, FL 34984
Principal or Designee	Chester A. Moore Elementary School	827 N. 29th Street	Fort Pierce, FL 34947
Principal or Designee	Dale Cassens Educational Complex	1905 S. 11th Street	Fort Pierce, FL 34950
Principal or Designee	Dan McCarty School	1201 Mississippi Avenue	Fort Pierce, FL 34950
Principal or Designee	Data House	4590 Selvitz Road	Fort Pierce, FL 34986
Student Records Specialist	District Student Records Center	4204 Okeechobee Road	Fort Pierce, FL 34947
Principal or Designee	Delaware Avenue School	2909 Delaware Avenue	Fort Pierce, FL 34950
Principal or Designee	Fairlawn Elementary School	3203 Rhode Island Avenue	Fort Pierce, FL 34947
Principal or Designee	Floresta Elementary School	1501 SE Floresta Drive	Port St. Lucie, FL 34983
Principal or Designee	Forest Grove Middle School	3201 S. 25th Street	Fort Pierce, FL 34981
Principal or Designee	Fort Pierce Central High School & Performance Based	4101 South 25 <sup>th</sup> Street	Fort Pierce, FL 34981
Principal or Designee	Fort Pierce Magnet K8 School	1100 Delaware Avenue	Fort Pierce, FL 34950
Principal or Designee	Fort Pierce Westwood High School & Marine Oceanographic Academy	1801 Panther Lane	Fort Pierce, FL 34947
Principal or Designee	Frances K. Sweet Elementary	1400 Avenue Q	Fort Pierce, FL 34950
Principal or Designee	Garden City Learning Academy	2200 Avenue Q	Fort Pierce, FL 34950
ESE Administrator	Homebound School	4204 Okeechobee Road	Fort Pierce, FL 34947
Principal or Designee	Lakewood Park Elementary School	7800 Indrio Road	Fort Pierce, FL 34951
Principal or Designee	Lawnwood Elementary School	1900 S. 23rd Street	Fort Pierce, FL 34950
Principal or Designee	Lincoln Park Academy	1806 Avenue I	Fort Pierce, FL 34960
Principal or Designee	Manatee Academy K-8	1450 SW Heatherwood Blvd.	Port St. Lucie, FL 34986
Principal or Designee	Mariposa Elementary School	2620 SW Mariposa Avenue	Port St. Lucie, FL 34952
Principal or Designee	Morningside Elementary School	2300 SE Gowin Drive	Port St. Lucie, FL 34952
Principal or Designee	NAU Charter School	4402 SW Yamada Dr	Port St. Lucie, FL 34953
Principal or Designee	Northport K-8 School	250 NW Floresta Drive	Port St. Lucie, FL 34983
Principal or Designee	Oak Hammock K-8 School	1251 SW California Blvd.	Port St. Lucie, FL 34953
Alt. Ed. Administrator	Pace Center for Girls	4204 Okeechobee Road	Fort Pierce, FL 34947
Principal or Designee	Palm Pointe Lab School	10680 Academy Way	Port St. Lucie, FL 34987
Principal or Designee	Parkway Elementary	7000 NW Selvitz Road	Port St. Lucie, FL 34983
Principal or Designee	Port St. Lucie High School	1201 SE Jaquar Lane	Port St. Lucie, FL 34952
Principal or Designee	Positive Expectations Academy	827 Sunrise Blvd	Fort Pierce, FL 34950
Principal or Designee	Renaissance Charter School St. Lucie	300 NW Cashmere Blvd	Port St. Lucie, FL 34986
Principal or Designee	Rivers Edge Elementary School	5600 NE St. James Drive	Port St. Lucie, FL 34983
ESE Administrator	St. Lucie County School Board Jail-ESE	4204 Okeechobee Road	Fort Pierce, FL 34947
Principal or Designee	St. Lucie Detention Center	Last school attended	Fort Pierce, FL 34982
Principal or Designee	St. Lucie Elementary	2020 S. 13th Street	Fort Pierce, FL 34950
Asst. Sup. of Sec. Pgms.	St. Lucie Virtual School	4204 Okeechobee Road	Fort Pierce, FL 34947
Principal or Designee	St. Lucie West Centennial High	1485 SW Cashmere Blvd.	Port St. Lucie, FL 34986
Principal or Designee	St. Lucie West K-8 School	1501 SW Cashmere Blvd.	Port St. Lucie, FL 34986
Principal or Designee	Samuel S. Gaines Academy	2250 S. Jenkins Road	Fort Pierce, FL 34947
Principal or Designee	Savanna Ridge Elementary	6801 Lennard Road	Port St. Lucie, FL 34952
Principal or Designee	Southern Oaks Middle School	5500 NW St. James Drive	Port St. Lucie, FL 34952
Principal or Designee	Southport Middle School	2420 SE Morningside Blvd.	Port St. Lucie, FL 34952
Principal or Designee	Treasure Coast High School	1000 SW Darwin Blvd.	Port St. Lucie, FL 34953
Principal or Designee	Village Green Environmental Studies School	1700 SE Lennard Road	Port St. Lucie, FL 34952
Principal or Designee	Weatherbee Elementary School	800 E. Weatherbee Road	Fort Pierce, FL 34982
Principal or Designee	West Gate K-8 School	1050 NW Cashmere Blvd.	Port St. Lucie, FL 34986
Principal or Designee	White City Elementary	905 W. 2nd Street	Fort Pierce, FL 34982
Principal or Designee	Windmill Point Elementary	700 Darwin Blvd.	Port St. Lucie, FL 34953

**CLASSIFICATION OF  
INFORMATION  
MAINTAINED AS  
STUDENT RECORDS**

#### **4. Classification of Information Maintained as Student Records**

Information maintained by the District in student education records shall be classified as follows:

(a) **Category A-Permanent Information.** This category includes verified information of clear educational importance that the District shall retain indefinitely. The following information shall be maintained and kept current for each District student on the appropriate form approved by the Florida Department of Education:

1. Student's full legal name and any known properly documented change.
2. Authenticated birth date, place of birth, race and sex.
3. Last known address of student or student's parent or legal guardian.
4. Names of student's parents or legal guardians.
5. Name and 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.
8. Date of graduation or date of program completion.
9. Records of requests for access to and disclosure of personally identifiable information as required by FERPA.

(b) **Category B-Temporary information.** This category includes verified information of clear educational importance that is subject to change. The Superintendent shall establish procedures to assure accuracy of information maintained and to provide for periodic review and elimination when no longer useful.

Category B information may be destroyed in accordance with the retention schedules set forth in the Florida Department of State General Records Schedule GS7. These records may include, but not limited to:

1. Health information.
2. Family background data.
3. Standardized test scores.
4. Educational and career plans.
5. Honors and activities.
6. Work experience reports.
7. Teacher/counselor comments.
8. Reports of student services or ESE staffing committees including any information required by Section 1001.42(13), Fla. Stat.
9. Correspondence from community agencies or private professionals.
10. Driver education certificate.
11. List of schools attended.
12. Written agreements of corrections, deletions, or expunctions as a result of meetings or hearings to amend educational records.
13. Records designated for retention by the Florida Department of State in General Records Schedule GS7 for *Public Schools Pre-K – 12, Adult and Vocational/Technical.*

**RIGHTS OF PARENTS  
And  
ELIGIBLE STUDENTS  
TO REVIEW AND  
INSPECT STUDENT RECORDS**

## 5. Rights of Parents and Eligible Students to Review and Inspect Student Records

**(a) Definitions.** For purposes of this manual, the following terms shall have the following definitions:

1. Definition of Eligible Student. Eligible student means a student who has attained eighteen years of age, or is attending an institution of postsecondary education.
2. Definition of Parent. Parent shall be defined as set forth in Section 1000.21, Florida Statutes. A parent may establish the parental relationship by: (1) being on file as having enrolled the student in school, (2) being listed as a parent on the birth certificate, (3) having a notarized letter of guardianship on-file, (4) having a court order or judgment of adoption on-file, (5) having a court order establishing paternity on-file, or (6) having an Affidavit of Custodial Care and Control form signed by the parent on-file. When a parent of a minor student requests copies of a student's record, we are obligated to give him/her the record, as long as his/her parental rights have not been removed by order of the court. There must be a legal document in the cumulative folder stating the parent/guardian has lost his/her rights in order to deny the record. Red Flags processed by schools on the student information system must be confirmed prior to denying/providing a record.

### **(b) Persons Entitled to Review and Inspect Student Records.**

Persons who have the right to inspect and review the cumulative record folder kept about a student include the parent(s) of a student who is under 18 years of age and an eligible student. Once a student becomes an eligible student by attaining the age of eighteen or attending an institution of postsecondary education, the permission or consent required of, and the rights accorded to, the parents of the student shall thereafter only be required of and accorded to the student. See, 20 U.S.C. § 1232g(d). However, an educational agency may (but need not) disclose education records, or personally identifiable information from education records, to a parent of an eligible student without prior written consent of an eligible student if the disclosure is to a parent, as defined in Sec. 99.3, of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986, or is otherwise permitted by law. See, 34 C.F.R. § 99.5 and 99.31(a)(8).

### **(c) Procedure to Review and Inspect Student Records.**

1. Parents or eligible students who wish to inspect and review the cumulative record folder of a particular student shall submit a request in writing to the principal for review of that student's record. The principal shall schedule the review as early as possible but never later than forty five (45) days after the request was made. The inspection and review shall be made in the office of the principal or at another place designated by the principal.
2. If any educational record includes information on more than one student, the parent or eligible student shall have the right to inspect and review only the information relating to the student or to be informed of that specific information.
3. A school official competent in interpreting student records shall be present to explain the student's records. After the inspection, the parents or eligible students may request copies of the records. Copies will be made in a reasonable time allowed.



4. Parents of students who live outside St. Lucie County may request copies of the records without following the steps above. The copies shall be sent by registered mail return receipt requested, if proper ID has been received.

**(d) Fees for Records**

1. The fee for copies of records is \$0.15 cents per page plus \$1.00 for certification, plus postage if mailed. If the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records, the fee will be waived. No fee may be charged to retrieve or search for the education records of a student.
2. The transfer of Student Education Records shall not be delayed for nonpayment of a fee or fine assessed by the school (e.g., book fees). Under no circumstance will the following be denied, this is to include, but not be limited to (a) diplomas' (b) report cards, and (c) transcripts.
3. Currently enrolled students are entitled to as many official transcripts as necessary free of charge. Primary responsibility of providing these transcripts lies with the school site.
4. Withdrawn students are always given one copy of their records free of charge. Subsequent copies can be charged as mentioned below. Kindly inform parents/guardians/ students when you give them a free copy.
5. It is illegal to deny the record to a legal guardian/parent if they cannot afford to pay for the copies. When you determine that a person cannot afford to pay for a record, please give the record, free of charge, without further question. This would include the copy of ESE records; we cannot prevent "inspection and review." If there is question regarding the charge, give the record free of charge without further discussion. It is not unreasonable to defer to your administrator when an individual requests numerous copies of the record without charge. See Section 119.07(1) (a), F.S., Section 119.7(1) (b), F.S., Section 1002.22 (3) (a) 4, F.S.

**(e) Special Provisions for Students with Disabilities**

1. In accordance with the Individuals with Disabilities Education Act ("IDEA"), a parent of a student with a disability has the right to a response from the District to reasonable requests for explanations and interpretations of the student's records and to have a representative of the parent inspect and review the records. See 34 C.F.R. Part 99, § 99.10(b), (c), and (d).

**Please post the following notices in conspicuous locations in the office stating:**

- All Records Requests should be honored within a reasonable time, but in no event later than 45 days.
- Records will be provided @ a cost of \$0.15 cents per page plus \$1.00 for certification (plus postage, when applicable). If mailed, copies of records should be sent by certified mail, return receipt requested.

**PROCEDURE  
TO  
CORRECT  
INACCURACIES  
IN  
STUDENT RECORDS**

## **(6) Procedure to Correct Inaccuracies in Student Records**

Parents and eligible students have the right to challenge the content of records in the student's cumulative record folder.

- a. **Informal Meeting.** Any challenge to the student's cumulative record folder may be settled through informal meetings or discussions between the parent, guardian, pupil or eligible student and appropriate officials of the educational institution.
- b. **Written Request.** A parent or eligible student who believes that information contained in the student's cumulative record folder is inaccurate or misleading or otherwise violates the student's privacy rights, may request, in writing, that the records be amended by the principal of the school where the records are kept. Not later than ten (10) days after a request to amend is received, the principal shall decide whether to amend the records in accordance with the request.
  1. If the principal finds the challenge is not justified, the principal shall inform the person who made the request of this decision and shall also inform that person of his right to hearing.
  2. If the principal finds the challenge is justified, the principal shall amend the record and inform the person who made the request of the amendment in writing.
- c. **Impartial Hearing.** A parent or eligible student who disagrees with the decision of the principal may request an impartial hearing.
  1. The request shall be made in writing to the Director of Student Services naming the record to be reviewed and the information in question.
  2. The Director of Student Services shall schedule a hearing with 10 days after receiving the request. The parent or eligible student shall be given at least two school days advanced written notice of the hearing. The hearing notice shall contain the date, time, and location.
  3. The hearing shall be conducted, and the decision rendered, by a hearing officer who may be any individual, including an official of the District, who does not have a direct interest in the outcome of the hearing.
  4. The Complainant shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her own expense, including an attorney.
  5. The hearing will be informal with the ground rules established by the hearing officer.
  6. The District shall make a decision, in writing, to the parent or eligible student within a five (5) day period after the conclusion of the hearing, and the decision of the District shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
    - a. If the decision is that the information is inaccurate and/or misleading or false or a violation of the student's privacy rights and the record is to be corrected, the cus-

todian of records shall amend the record and inform the person who made the request in writing of the amendment.

- b. If the decision is that the information is accurate, not misleading nor in violation of the student's privacy rights, the school shall inform the complainant of his or her right to place in the education record a statement commenting on the information in the educational record or setting forth any reasons for disagreeing with the decision. Such statement must be maintained as a part of the record as long as the record is maintained by the District, and if the challenged portion is disclosed to any party, the explanatory or rebuttal statement must also be disclosed.

**DISCLOSURE TO PERSONS  
OTHER THAN  
PARENTS OR STUDENTS**

## **7. Disclosure to Persons Other than Parents or Students**

**(a) Persons Authorized to have access.** Schools may, without the consent of either the student, if eligible, or the parent(s), disclose information kept in the student's cumulative record folder to the following persons or organizations:

1. School officials who have a legitimate educational interest in examining the information. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. See 20 U.S.C. § 1232g(b)(1)(A); 34 C.F.R. § 99.31(a)(1).

2. Officials of other school systems, area vocational technical centers, community colleges, or institutions of higher learning in which the student seeks to enroll; and a copy of such records or reports shall be furnished to the parent, guardian, pupil, or student upon request. See 20 U.S.C. § 1232g(b)(1)(B); 34 C.F.R. § 99.31(a)(2).

3. The United States Secretary of Education, the Comptroller General of the United States, the Attorney General of the United States, or state or local educational authorities who are 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. See 20 U.S.C. § 1232g(b)(1)(C); 34 C.F.R. § 99.31(a)(3).

4. Individuals or organizations in connection with a pupil's or student's application for, or receipt of, financial aid. See 20 U.S.C. § 1232g(b)(1)(D); 34 C.F.R. § 99.31(a)(3).

5. To State and local officials or authorities if the reporting concerns the juvenile justice system and is allowed to be reported or disclosed pursuant to State statute. See 20 U.S.C. § 1232g(b)(1)(E); 34 C.F.R. § 99.31(a)(5); Section 1002.221, Fla. Stat.

6. 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 student aid programs, or improving instructions, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations with legitimate educational interests in the information and if such information will be destroyed when no longer needed for the purpose of conducting such studies. See 20 U.S.C. § 1232g(b)(1)(F); 34 C.F.R. § 99.31(a)(6).

Disclosure under this paragraph may occur only if the School Board has entered a written agreement with the individual or organization conducting the study that:

- a. Specifies the purpose(s), scope, and duration of the study(ies);
- b. Specifies the information to be disclosed;

- c. Requires the study to be conducted in a manner that does not permit personal identification of parents and students by anyone other than representatives of the individual or organization conducting the study with legitimate interests;
- d. Requires the destruction or return of the information to the School Board when the study is completed; and
- e. Specifies the time period for destruction or return of the information.

7. Accrediting organizations, in order to carry out their accrediting functions. See 20 U.S.C. § 1232g(b)(1)(G); 34 C.F.R. § 99.31(a)(7).

8. Appropriate parties in connection with an emergency, if knowledge of the information in the student's educational records is necessary to protect the health or safety of the student or other individuals. Criteria for determining the existence of emergencies involving health or safety shall include, but are not limited, to the following:

- a. The seriousness of the threat of the health or safety of the student or other individuals;
- b. The need for the information to meet the emergency;
- c. Whether the parties to whom the information is disclosed are in a position to deal with the emergency; and
- d. The extent to which time is of the essence in dealing with the emergency.

A School that makes a disclosure under this paragraph is required to record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the education records were disclosed in the student's cumulative record inspection log. See 20 U.S.C. § 1232g(b)(1)(I); 34 C.F.R. § 99.31(a)(10).

9a. 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 both the student and parent are notified of the order or subpoena in advance of releasing the records.

9b. A person or entity in accordance with 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 his or her parent if the student is either a minor and not attending a post secondary institute or a dependent of such parent as defined in 26 U.S.C. 152, is notified of the order or subpoena in advance of compliance therewith by the educational institute or agency.

A School that makes a disclosure under this paragraph is required to include a copy of the subpoena or court order in the student's cumulative record inspection log.

If the District is a party to the court case, it may disclose relevant educational records to the court without an order or subpoena or prior notice to the parent or eligible student. See 20 U.S.C. § 1232g(b)(1)(J); 34 C.F.R. § 99.31(a)(9). If the parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of that proceeding, additional notice to the parent by the educational agency is not required.

10. To federal, state, and local authorities involved in an audit or evaluation of compliance with federal or state-supported education program requirements. See 34 C.F.R. § 99.35.

11. An agency caseworker or other representative of a State or local child welfare agency, or tribal organization, who has the right to access a student's case plan, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, to the extent that the individual or entity is engaged in addressing the student's education needs and authorized by the agency or organization to receive such disclosure. See 20 U.S.C. § 1232g(b)(1)(L).

12. The U.S. Attorney General (or designee not lower than an Assistant Attorney General) pursuant to an ex parte court order concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. § 2331. See 20 U.S.C. § 1232g(j); See 34 C.F.R. § 99.31(a)(9)(ii)(C).

13. The District may make disclosures concerning sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42, U.S.C., 14071, and the information was provided to the District under 42 U.S.C. 14071 and applicable Federal guidelines. See 34 C.F.R. § 99.31(a)(16).

14. Any other disclosure permitted by state and federal law.

**(b) Directory Information.** School administrators may disclose directory information about a student without the consent of either the student or his/her parents(s)/guardian(s) unless, within ten (10) days after enrolling or beginning school, the student or parent/guardian notifies the school in writing that any or all directory information should not be released. Directory information means the student's name and grade level.

**(c) Student Athletes.** A limited release of information is required for participation in student athletics as described on the Parent and Player Agreement, Permission, and Release form.

**(d) Parental or Student Consent.** Whenever written consent is required, school officials shall presume that the eligible student or the parent(s) or guardian(s) of the pupil, as appropriate, giving consent has the authority to do so unless the District has been provided with evidence to the contrary. If the student is not yet 18 or otherwise emancipated, one of his or her parents must consent to the release. If the student is 18 or older or otherwise emancipated, the student must consent to the release. The consent must be signed and dated and must specify the records to be disclosed, the purpose for the disclosure, and the persons(s) or class of person(s) to whom the disclosure may be made. Upon request, the school shall supply a copy of records released to the parent or the student who gave the consent. If parents give consent for a student, they may request that a copy of the records released be given to the student, even though the student is not yet 18.

**(e) Military Recruiters and Institutions of Higher Education.** On request made by a military recruiter or an institution of higher education, access is provided to the name, address, and telephone listing of each secondary school student unless, within ten (10) days of enrolling in or beginning school, the student or parent notifies the school in writing that such information should not be released without the prior written consent of the parent. If an appropriate request is made for student information NOT to be provided to military recruiters or institutions of higher education, it is the responsibility of the student's school of enrollment to enter this data in the student database. All new students enrolling should always be presented the needed form to request this flag. This is required by Federal Law.



**(f) Inspection Log.** The Administrator shall maintain, in each cumulative record folder for which he or she is responsible, a cumulative record inspection log. The inspection log shall include the name and legitimate interests for inspection of each person who requests access to the cumulative record folder but shall not include disclosures to the parent(s), the student (if eligible), or school officials. The inspection log may be inspected by the student's parent(s) or the eligible student, school officials responsible for custody of the records, or authorized parties for the purposes of auditing the record-keeping procedures of the educational agency or institution.

The inspection log shall contain the names of State and local educational authorities and Federal officials and agencies listed in paragraph (a)3 above that may make further disclosures of student records without consent under the conditions that apply to other recipients of educational records. The District must record any re-disclosure of education records made on its behalf, including the names of the additional parties to which the receiving party may re-disclose the information and their legitimate interests or the basis for the disclosure without consent. If a parent or eligible student requests a record of a re-disclosure, the District shall request the record from the state educational authority or Federal official in order to make it available to the parent or eligible student.

For requests made pursuant to a health or safety emergency, the inspection log shall include the articulable and significant threat that formed the basis for the disclosure and the parties to whom the education records were disclosed.

For requests made pursuant to a subpoena or court order, the inspection log shall include a copy of the subpoena or court order.

For requests by a third party made pursuant to student (if eligible) or parental consent, the inspection log shall include a record of the consent.

**WAIVER  
OF  
RIGHTS**

## **8. Waiver of Rights**

Parents of a student or an eligible student may waive access to confidential letters or statements. A waiver must be in writing, signed by the parent or the eligible student, and must specify the confidential letters or statements for which access is to be waived. The school district may not require that a parent of a student or an eligible student waive any rights under FERPA; however, a teacher may make a letter of recommendation contingent on such waiver of access.

**ANNUAL NOTICE  
TO  
PARENTS  
AND  
STUDENTS**

## **9. Annual Notice to Parents and Students**

At the beginning of each school year, the Superintendent or designee shall provide written notice to all parents of students currently attending District schools and to all eligible students currently attending District schools advising parents and students of their rights relating to student education records.

Such notice shall be in substantially the form provided below at the end of this policy. (See Appendix A). The Superintendent shall develop alternative methods of notice for informing the parents or guardians of students and eligible students who are unable to comprehend a written notice in English.

**District Board Policies  
& Administrative Procedures  
for  
Student Records**

## I. Board Policy for Student Records:

### 5.70 STUDENT RECORDS

- (1) School Board procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and the Family Educational Rights and Privacy Act. The Superintendent shall be responsible for interpreting this Rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.
- (2) School administrators may disclose directory information about a student without the consent of either the student or his/her parents(s)/guardian(s) unless, within ten (10) days after enrolling or beginning school, the student or parent/guardian notifies the school in writing that any or all directory information should not be released. Directory information means the student's name and grade level.
- (3) Reporting of student data base information shall comply with these safeguards.
  - (a) Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;
  - (b) Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and,
  - (c) Data shall be protected from unauthorized use at all times.

**STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED: 20 U.S.C. §1232g 119.07(1), 1001.43, 1001.52, 1002.22,**

**1003.25, F.S. PL 103-382 (34 C.F.R. Part 99)**

**History: Adopted: 03/30/2004**

**Revision Date(s): 09/25/2007, 10/27/2009**

**Formerly: 5.56**

## II. Administrative Rules and Procedures for Student Records:

### (a) Administrative Responsibility For Student Records

1. The records custodians are responsible for classifying the records and maintaining them so that each record can be clearly identified by classification, for reviewing the files and deleting information in accordance with state statutes and local policies, and for granting or denying access to records on the basis of the policies or procedures set forth in federal and state statutes and regulations and this policy.
2. The records custodian shall ensure that the school staff under his or her jurisdiction receives instructions and training regarding the privacy rights of parents and students. The procedures for the initiation, collection, maintenance, accessibility, dissemination, and retention of student information shall be reviewed periodically for the staff by the custodian.

### (b) Handling Requests For Student Information

1. Telephone Requests. Requests for information via the telephone shall not be honored, except under the following circumstances. District staff may accept telephone requests from authorized personnel of the Department of Children and Families (“DCF”) and the Department of Juvenile Justice (“DJJ”) if (1) the DCF or DJJ employee or contract personnel member making the request is authorized to receive records in accordance with Section 7 of this Manual, Disclosure to Persons Other than Parents or Students, (2) the requesting individual’s name is on the District’s list of authorized DCF or DJJ personnel, (3) the requesting individual correctly identifies his/her supervisor, who is also on the District’s list of authorized DCF or DJJ personnel, and (4) the requesting individual can answer any other questions that the District staff may ask to identify the person as an employee or contract personnel member of DCF or DJJ. If the requesting individual is unable to meet these conditions, then he/she must submit an appropriate written or in-person request. **If an individual from DCF or DJJ makes a telephone request to a school, the school personnel shall direct the individual to call the District Student Services at the District Offices.**

2. Written Requests. Written requests for information shall be honored under the following procedure:

- a. The inquirer is properly identified.
- b. The purpose of the request is clearly stated.
- c. The type of information required is exactly stated.
- d. Prior written consent is given by the parent, except in cases exempt under governing statutes and regulations.



3. Personal Requests. Upon presentation of proper identification, a request for information via personal visit shall be honored during regular school or District office hours under the following procedure:

- a. The inquirer is properly identified.
- b. The purpose of the request is clearly stated.
- c. The type of information required is exactly stated.
- d. Prior written consent is given by the parent, except in cases exempt under governing statutes and regulations.
- e. A district staff member shall be present during the entire in-person visit and be available to interpret the data for the visitor.
- f. A record of the visit is made.

Proper identification shall consist of the following: The recipient provides reliable photo identification, such as a driver's license, passport, or other state issued photo identification, in person for personal requests, and electronically or by U.S. Mail for written requests. If no ID is available, and the recipient is not personally known, the recipient may establish his/her identity with affidavits in substantially the form attached hereto as Appendix D by three credible individuals appearing in person with the recipient in front of the School District's notary public.

**(c) Withholding Information Pending Verification**

In the course of processing a request for information, a reasonable doubt on any aspect of the request or concern about the authorization to process the request shall be deemed sufficient reason for the staff member to act in a prudent manner and to withhold all or part of the information until such time as the question is resolved.

**(d) Transfer of Student Records within the District**

1. Records of students who withdraw from one school in the District, during the school year, and enroll in another school in the District are to be sent via interschool mail to the receiving school upon request by the receiving school.
2. Cumulative records of students who (because of promotion) must attend another school are to be sent to the receiving school no later than June 30 of each year. An alphabetical listing of students promoted shall accompany the records. The receiving school shall receipt the sending school as having received all records of students on the list. Discrepancies are to be settled between the schools involved.
3. Schools having summer sessions are responsible for transferring a student's record to the proper school the student will be attending in the fall. Receipts for records transferred shall be signed for and returned to sending school by the receiving school.
4. The transfer of student education records shall not be delayed for non-payment of a fee or fine assessed by the school.

**(e) Transfer of Student Records to Another Institution not within the District**

1. Upon request of officials of educational institutions for transfer of a student's records, school officials shall make a reasonable attempt to notify the parents or guardians of the student, at the last known address of the parents or guardians, of the transfer of the records. This notice shall not be necessary if the parent or guardian of the student initiates the transfer request. With respect to adult students, the District shall forward education records on request by the school to a school in which the adult student seeks or intends to enroll without notification to the student.
2. The transfer of records shall be made within three business days, or as time permits, upon written request of an adult student, a parent or guardian of a student, or a receiving school. 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; however, student records that are required for audit purposes shall be maintained in the District for the required time period.
3. The transfer of student education records shall not be delayed for nonpayment of a fee or fine assessed by the school.

**(f) Transfer of Student Records to District Student Records Center**

1. Cumulative records of students who withdraw from a school within this District and enter a school in another district or state are to be sent to the DSRC 30-90 school days after the school has dropped the student. Requests for records from another school out of district or out of state are to be processed at the records retention center.
2. Cumulative records of a student, who withdrew from school because of age or another reason and did not enter another school, are to be sent to the DSRC 30-90 school days after the school has dropped the student from active enrollment.
3. The transfer of a student's record shall not be delayed for nonpayment of a fee or fine assessed by the school.

**(g) Special Provisions for Transfer of Records for Military Children.**

1. These special provisions apply to children subject to the Interstate Compact on Educational Opportunity for Military Children. The compact applies to the children of:
  - Active duty members of the uniformed services, including members of the National Guard and Reserve on active duty orders;
  - Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
  - Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.
2. Simultaneous with the enrollment and conditional placement of the student, the school in the receiving state shall request the student's official education record from the school in the sending state. Upon receipt of this request, the school in the send-

ing state will process and furnish the official education records to the school in the receiving state within ten (10) business days except for a designated school staff break, including, but not limited to, spring, summer or holiday. Records should be furnished as soon as possible following the return of staff from a school staff break; however, the time shall not exceed ten (10) days after the return of staff.

**(h) Special Provisions for Transfer of Records to Foreign Countries.**

1. Some foreign countries have specific requirements for acceptance of transcripts. If a parent requests a transcript in order to enroll a student in a foreign country, the following process should be followed in order to ensure that the transcript will be accepted:
  - a. Staff preparing the transcript should add the student photograph (as available) from the student's record (as a cut and paste on the signature page or a copy as the page at the end of the official transcript).
  - b. The School Notary should notarize the signature page of the transcript after the Registrar or Records Clerk has signed it. Then, the transcript should be sealed and sent to the parent.
  - c. Staff shall provide parents, upon request, information on the transfer of records, which may include information on how to obtain an apostille for a transcript being sent to a foreign county. An apostille is a special seal applied by an authority to certify that a document is a true copy of an original.
    - i. The parent may obtain information on how to obtain an apostille (e.g., what fees applies, whether return mailing envelopes are required) from the Florida Department of State by calling (850) 245-6945.
    - ii. The following is the address for a parent to send the transcript to obtain an apostille from the Florida Department of State:

Florida Dept. of State  
Department of Notary Certification  
Attn: Apostille  
2661 Executive Center Circle  
Tallahassee, FL 32301
    - iii. Once the parent receives the sealed record from the Florida Department of State, the parent should not open the sealed record. The parent should send the sealed record of the transcript with the apostille to their consulate or the new school site in the foreign country in which the student seeks to enroll as applicable.

**(i) Non-Authentication of records of outside agencies**

Many foreign countries and outside agencies will request School District staff members to complete forms or documents that are not District records. They may request to "authenticate" or "certify" photographs that are not contained within and do not constitute part of a student's cumulative file. **Non-District forms should not be certified or authenticated.**

1. Agency records custodians may authenticate only those records that have been created or received and are maintained, by their own agency in the ordinary course, that is, as part of the agency's routine business. Absent unusual circumstances, a School District records custodian should not create a new or different

type of record (such as, for instance, completing a form from an outside agency) that the district does not ordinarily maintain for its own purposes.

2. School District records custodians should not attempt to authenticate photographs brought in by others. On the other hand, a School District custodian may authenticate copies of existing District records that contain photographs of the involved student. Therefore, if a parents asks that staff affix an outside photograph to a District Record, staff could instead offer to provide a certified copy of any District record that already contains or includes a recent photograph of the involved student.

**(j) Reproduction and Destruction of Records**

1. To reduce the space required by the District for the storage of its records and to permit the Superintendent to administer the affairs of the District more efficiently, the Superintendent is authorized to photograph, microphotograph, reproduce, film, or print document records, data, and information of a permanent character.
2. In accordance with Section 1001.52, Florida Statutes, and after complying with the provisions of Section 257.37, Florida Statutes, the Superintendent is authorized to destroy general correspondence that is over three years old and other records, papers, and documents over three years old that do not serve as part of an agreement or understanding nor have any value as permanent records.

**(k) Fees for Copies**

For records measuring not more than 14 inches by 8<sup>1</sup>/<sub>2</sub> inches, a fee of 15 cents per one-sided page, or 20 cents per two-sided page, shall be charged for providing duplicated copies. For all other records or for providing copies in a medium other than by duplicating, the charge shall be the actual cost of duplication of the record. As used in this policy:

1. The term "duplicated copies" shall mean copies produced by duplicating, as defined in Section 283.30, Florida Statutes, and
2. The phrase "actual cost of duplication" shall mean the cost of the material and supplies used to duplicate the record, but not including the labor cost or overhead cost associated with such duplication.

## Appendix A

### NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (FERPA), and corollary state law, Section 1002.22, Fla. Stat., afford parents and students who have attained 18 years of age (“eligible students”) certain rights with respect to each student’s education records. These rights are:

- (1) The right of privacy with respect to the student’s education records.

Personally identifiable records or reports of a student, and any personal information contained in these reports, are confidential. The School District of St. Lucie County will not release the education records of a student without the written consent of the eligible student or the student’s parents or guardian, except to the extent FERPA and state law authorizes disclosure without consent.

- (2) The right to inspect and review the student’s education records within 30 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (3) The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of a student’s privacy rights.

Parents or eligible students may ask the School District of St. Lucie County to amend a record that they believe is inaccurate, misleading or otherwise in violation of a student’s privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of a student’s privacy rights.

If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (4) The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA and state law authorize disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or com-

pany with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school, school system, or institution of postsecondary education in which a student seeks or intends to enroll or is already enrolled.

(5) The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
United States Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

\* \* \*

Other disclosures without prior consent; parents' right to limit:

School administrators may disclose directory information about a student without the consent of either the student or his/her parents(s)/guardian(s) unless, within ten (10) days after enrolling or beginning school, the student or parent/guardian notifies the school in writing that any or all directory information should not be released. Directory information includes the student's name and grade level. A limited release of information is required for participation in student athletics as described on the Parent and Player Agreement, Permission, and Release form.

Military recruiters and institutions of higher education have access to the name, address, and telephone listing of each secondary school student unless, within 10 days of enrolling in or beginning school, the student or the parent notifies the school in writing that such information should not be released without the prior written consent of the parent.

\* \* \*

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 4204 Okeechobee Road, Ft. Pierce, Florida. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.

**SCHOOL DISTRICT OF ST. LUCIE COUNTY, FLORIDA**  
**Appendix B**  
**Sample Letter to Staff Regarding Record Procedures**

**Dear Staff Member:**

**We will be using the following procedures in handling student records. Staff needs to sign this document in order to acknowledge his/her understanding of the procedures identified below. Return this form to Ms. \_\_\_\_\_, and keep a copy in your lesson plan book.**

**Records must be signed out and signed back in. Please do not separate any portion of the record from the cumulative folder. If Guidance needs the ESE BLUE FOLDER, ask that they take the entire cumulative folder. Kindly maintain the record intact from now on.**

**In order to provide security for these confidential documents, the school storage area will remain locked at all times unless there is someone working in it.**

**No staff will be allowed to remove more than \_\_\_ cumulative folders from the storage area at any given time.**

**In order to access cumulative folders, staff must sign out these records through the front office. Ms. \_\_\_\_\_ will maintain the log.**

**Access to the storage area can be obtained from the following personnel:**

\_\_\_\_\_

**Staff is encouraged to review cumulative folders in the storage area or in a conference room. If unavailable you may take them to your classroom/office. However, folders must be kept in a locked file and returned within 48 hours. Staff must sign these folders out of the storage area, sign them back into the storage area and file them there. Folders must not leave the school premises at any time.**

**Because these are confidential documents, no student, parent or unauthorized staff may have access to the folders except as permitted by law.**

**ESE blue folders and ESOL documents must be maintained in the cumulative folders from now on, unless otherwise dictated by district administration.**

**The office will provide one copy of the contents of a cumulative folder to a parent/guardian or otherwise authorized person when requested. Additional copies will be made at a cost of fifteen cents per page.**

**Registrations and withdrawals will be handled only by authorized office staff.**

**I, \_\_\_\_\_, have read the above list of procedures and understand my role in following them in order to ensure confidentiality and accuracy in the maintenance of student record.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Appendix C Entry/Withdrawal Codes

### ENTRIES INTO FLORIDA

#### PUBLIC SCHOOLS THIS SCHOOL YEAR

**E01 - Any PK-12 student who was enrolled in a public school in this school district the previous school year.**

**E02 - Any PK-12 student whose last school of enrollment was a public school outside of this district, or in another state or territory.**

**E03 - Any PK-12 student whose last school of enrollment was a private school in any Florida school district, or another state or territory.**

**E04 - Any PK-12 student who is enrolling in a public school in this district after having been in home education in any Florida school district, or another state or territory.**

**E05 – Any student entering PK or KG for the first time.**

**E09 – Any PK-12 student who enters a Florida school from a country other than the United States or a United States Commonwealth/Territory.**

### REENTERING INTO

#### FLORIDA PUBLIC SCHOOLS

**R01 - Any PK-12 student who was received from another attendance reporting unit in the same school.**

**R02 - Any PK-12 student who was received from another school in the same district.**

**R03 - Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged.**

### WITHDRAWAL FROM FLORIDA PUBLIC SCHOOLS: GRADE PK-12 STUDENTS

**DNE - Any PK-12 student who was expected to attend a school but did not enter as expected for unknown reasons.**

**W01 - Any PK-12 student promoted, retained or transferred to another attendance reporting unit in the same school.**

**W02 - Any PK-12 student promoted, retained or transferred to another school in the same district.**

**W3A - Any PK-12 student who withdraws to attend a public school in another district in Florida.**

**W3B – Any PK-12 student who withdraws to attend another public school out-of-state.**

**W04 - Any PK-12 student who withdraws to attend a nonpublic school in- or out-of-state.**



WITHDRAWAL FROM FLORIDA PUBLIC  
SCHOOLS: GRADE PK-12 STUDENTS

**W05 - Any student age 16 or older who leaves school voluntarily with no intention of returning.**

**W06 - Any student who graduated from school and met all of the requirements to receive a standard diploma.**

**W6A - Any student who graduated from school and met all of the requirements to receive a standard diploma, based on the 18-credit college preparatory graduation option.**

**W6B - Any student who graduated from school and met all of the requirements to receive a standard diploma, based on the 18-credit career preparatory graduation option.**

**W07 - Any student who graduated from school with a special diploma based on option one--mastery of Sunshine State Standards for Special Diploma.**

**W08 - Any student who received a certificate of completion.**

**W8A - Any student who met all of the requirements to receive a standard diploma except passing the graduation test and received a certificate of completion and is eligible to take the College Placement Test and be admitted to remedial or credit courses at a state community college as appropriate.**

**W09 - Any student who received a special certificate of completion.**

**W10 – Any student in a GED Exit Option Model who passed the GED Tests and the graduation test and was awarded a standard diploma.**

**W12 - Any PK-12 student withdrawn from school due to death.**

**W13 - Any PK-12 student withdrawn from school due to court action.**

**W15 - Any PK-12 student who is withdrawn from school due to nonattendance.**

**W18 - Any PK-12 student who withdraws from school due to medical reasons.**

**W21 - Any PK-12 student who is withdrawn from school due to being expelled.**

**W22 - Any PK-12 student whose whereabouts is unknown.**

**W23 – Any PK-12 student who withdraws from school for any reason other than W01 - W22 or W24 – W27.**

**W24 - Any PK-12 student who withdraws from school to attend a Home Education program.**

**W25 - Any student under the age of 6 who withdraws from school.**

**W26 - Any student who withdraws from school to**

**enter the adult education program prior to completion of graduation requirements.**

**W27 - Any student who graduated from school with a special diploma based on option two-mastery of employment and community competencies.**

**WITHDRAWAL FROM FLORIDA PUBLIC SCHOOLS: GRADE PK-12 STUDENTS**

**WFA – Any student who graduated from school with a standard diploma based on an 18-credit college preparatory graduation option and satisfied the graduation test requirement through an alternate assessment.**

**WFB – Any student who graduated from school with a standard diploma based on an 18-credit career preparatory graduation option and satisfied the graduation test requirement through an alternate assessment.**

**WFT - Any student who graduated from school with a standard diploma and satisfied the graduation test requirement through an alternate assessment. (For students meeting accelerated high school graduation option requirements, see WFA and WFB.)**

**WFW – Any student who graduated from school with a standard diploma and an FCAT waiver.**

**WGA – Any student in a GED Exit Option Model who passed the GED Tests, satisfied the graduation test requirement through an alternate assessment, and was awarded a standard diploma.**

**WGD – Any student participating in the GED Exit Option Model who passed the GED Tests, but did not pass the graduation test and was awarded a State of Florida diploma.**

**WPO – Any student who is withdrawn from school subsequent to receiving a W07, W08, W8A, W09, or W27 during the student’s year of high school completion.**

APPENDIX D

**AFFIDAVIT ESTABLISHING IDENTITY**

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_ (hereinafter "Affiant") who, being by me first duly sworn, on oath, deposes and says:

1. That the person requesting school records is \_\_\_\_\_ ("Requestor");
2. That the Requestor is personally known to Affiant;
3. That it is the reasonable belief of the Affiant that the circumstances of the Requestor are such that it would be very difficult or impossible for that person to obtain another acceptable form of identification;
4. That it is the reasonable belief of the Affiant that the Requestor does not possess any form of identification acceptable to the School District of St. Lucie County.
5. That the Affiant is disinterested in this transaction.

FURTHER AFFIANT SAYETH NAUGHT.

**Pursuant to Section 837.06 Florida Statutes, whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor in the second degree.**

AFFIANT:

\_\_\_\_\_  
Print Name:\_\_\_\_\_

COUNTY OF ST. LUCIE  
STATE OF FLORIDA

SWORN AND SUBSCRIBED BEFORE ME this \_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_  who is personally known to me or  who provided \_\_\_\_\_ as identification.

(SEAL)

\_\_\_\_\_  
Notary Public- State of Florida  
Print Name:\_\_\_\_\_
My commission expires:\_\_\_\_\_

## APPENDIX E

### Cumulative Folder Checklist

1. **Picture Card** – Student photos are now loaded into Skyward. Picture cards already in student records will remain
2. **Pupil Identification Form/Data Verification Form** – ONLY the most recent Pupil ID Form and Data Verification Form must be in the record. It is important to maintain the parent's signature on the release of information that is included on these forms
3. **Record of Prior School Programs**
4. **Birth Certificate/Verification of Birth** – a copy of the birth verification must be included in the student's record
5. **Social Security Card (copy)** – schools MUST request a copy of the SS card, but cannot require it
6. **Withdrawal Forms**
7. **Records Requests from Other Districts** – Records requests from other districts are not required to be filed in the cumulative record if the request is recorded on the Online Request Database.
8. **Health Record (green folder)**
9. **Standardized Test Scores** – Beginning with test scores for the 2010 SY, scores such as FCAT that are entered into the student database do not need to be filed in the student's record. Copies of scores currently in cumulative records will remain.
10. **504 Plan (red folder)** – Refer to the 504 Manual for additional information.
11. **Exceptional Student Education (ESE) file (blue folder)** – Refer to the Admissions and Placement Manual for additional information.
12. **Student Services Cumulative Record Envelope (white envelope)**
  - a. Permission to Assess for Individual Instructional Planning STS0076
  - b. Consent for Individual/Group Counseling
  - c. Notice to Parent Regarding Delivery of Supplemental Educational Services (i.e., social skills training)
  - d. Psychological Reports for students that did not qualify for ESE services
  - e. Staffing forms (copies) for students that did not qualify for ESE services
  - f. Psychiatric/Agency reports considered in student assessment & evaluation - (do not include any reports linking a student to an abuse/neglect investigation) Note: Reports from outside agencies that do not have educational value should be returned to the parent or sender with a letter explaining the reason for the return. A copy of that letter must be included in this envelope.
  - g. Problem Solving Team *Original* Referral Packets & Individual Meeting Summaries STS0081- NOTE: If an evaluation was completed, and the student qualified for an ESE program, the original referral packet would then be filed in the ESE blue folder.
  - h. Student Services Referrals (completed) STS0017
  - i. Court Related Attendance Documents: Truancy Petitions; Judicial Orders
13. **Legal Documents:**
  - a. Adoption
  - b. Custody/Termination of Parental Rights
  - c. Order Establishing Concurrent Custody (military families)
  - d. Affidavit of Adult Exercising Supervisory Authority in Place of the Parent
  - e. Official name change
  - f. Acceptable Use Agreements
  - g. Teacher Out of Field Letters

- h. No Contact/Stay-away orders
  - i. Good Cause Exemption Letters (FCAT)
  - j. Releases signed by the parent/guardian
14. **ESOL Envelope including Home Language Survey (HLS)& LEP Proficiency Test (brown envelope)** If HLS was all “no” answers, then only the survey would be placed in the record here. There would be no brown envelope.
  15. **Transcripts including F.A.S.T.E.R. records from other school districts (most recent on top)** – IRSC transcripts do not need to be included following careful entry of the course, grade, credit, etc. into the student database (Skyward). However, if the course results in a grade change for the student, the IRSC grade change form must be filed in this section. District transcripts for students withdrawing or graduating do not need to be printed or filed.
  16. **Discipline (orange folder)** – includes suspension/expulsion letters; discipline referrals reported to FLDOE as SESIR codes , Final Orders of Expulsion and Stipulated Orders
  17. **Inspection Log**–An inspection log shall be maintained on Skyward, and printed periodically for the cumulative folder, including every time the parent or eligible student makes a request to see the inspection log. (See Section 7.(e) of this manual for content of the inspection log).

**DO NOT INCLUDE THE FOLLOWING:**

1. Any record of a child abuse/neglect investigation – See the Joint Communiqué on Abuse/Neglect Reporting.
2. Report Cards
3. Discipline Referrals that are not SESIR codes – DO NOT place the entire discipline file in the cumulative record. Only include the information allowed.
4. Reading Assessment booklets such as FAIR
5. Parent absences notes – these should be maintained at the school until their administrative value is lost and the FTE audit is complete
6. Student art/writing samples unless it is part of a SESIR violation, etc.
7. Proof of address
8. The District no longer uses the purple Intra-District Transmittal Record. These can be pulled from the cumulative record and destroyed following the instructions set forth in Fla. Admin. Code R. 1B-24-003(10) and the General Records Schedule (GS7).

**Cumulative Records Received from Other Districts:**

Information provided in the cumulative record received from other districts that has educational value should be entered into the student’s Skyward record when appropriate (transfer courses, grades, credits, etc.). Other educational information from the record that was received that has educational value can remain in the student’s record. Any information that was received that does not have educational value (ie. student art/writing samples, absence notes, etc.) can be destroyed using the instructions in the GS7.