

1.008 Student Record Procedures

Last reviewed: 1 June 2019

Rationale:

Student Record procedures pertain to all information kept by the Clerc Center's Demonstration Schools (KDES and MSSD) concerning a student in which they may be individually identified. Student records are maintained for all students attending KDES and MSSD. The Clerc Center assigns the responsibility for maintaining Student Records to the front office.

Student Records

Student records consist of three parts:

1. **Audit file**-contains current year information including-- IEP, test scores, psychological evaluation, audiology & speech evaluations, occupational therapy reports, physical therapy reports, counseling information and behavior plans. As information is updated, old files are placed into the student's cumulative file.
2. **Cumulative file**- contains intake information, past IEPs and any IEP related correspondence, past report cards, parent conference notes, test scores, psychological evaluations, audiology & speech evaluations, occupational therapy reports, physical therapy reports, counseling information and behavior plans The cumulative record is kept for at least five years after the student graduates or departs from the Demonstration Schools.
3. **Student Transcripts**-contains name, date of birth, dates of attendance, titles of courses taken, grades, course credits, honors and awards received, grade level completed and the year completed. Student transcripts are maintained electronically. The transcript must be retained for at least sixty (60) years after the student leaves the school system.

Requests for student record information

Information contained in the audit file, cumulative file and/or transcript shall be provided to persons and agencies as follows:

Parents, Legal Guardians and Eligible Students

Parents, legal guardians and eligible students have the right to request review of materials in the student's audit or cumulative file. The file review can be requested by submitting, in writing, a letter to a member of the Leadership Team. The scheduling of the review will take place within 72 hours of receiving the request. The parents, legal guardians or eligible students will be provided analysis and interpretation of all information in the audit and/or cumulative files by a qualified staff member.

Parents, legal guardians and eligible students may request a copy of the student records by filling out the records request form in the front office.

Requests by Third Parties

Requests by a third party for student information will be complied with once a completed and signed Authorization to Release Student Records form is submitted by the parents, legal guardian or eligible student. Completed request forms expire upon the completion of said request. If another request is made, the Authorization to Release Student Records form must be completed again. Additionally, there are some exceptions to this requirement of informed written consent. At MSSD and KDES, exceptions to written consent are as follows:

1. Documents requested in court orders or lawfully issued subpoenas: All records sought by the court or subpoena will be forwarded via courier mail as soon as possible. Parents will be notified of such requests.
2. The following agencies when acting in their official capacities: Department of Social Services, Department of Youth Services, a probation officer, or a justice of the court. Parents will be notified of such requests.
3. Information regarding a student to appropriate parties in connection with a health or safety emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
4. When a student seeks or intends to transfer to another school, the record can be sent to the receiving school, upon request.

Charges for Student Records

There is a \$5.00 charge when a parent, legal guardian or eligible student requests copies of all or part of the student's record.