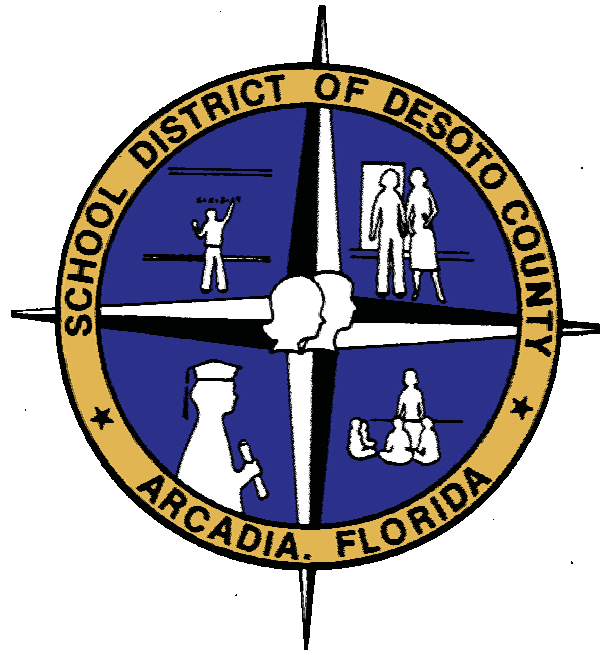




SCHOOL DISTRICT OF DESOTO COUNTY



STUDENT RECORDS POLICIES AND PROCEDURES

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DIVISION OF INFORMATION SERVICES

STUDENT RECORDS DEPARTMENT

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I. Laws Concerning Student Records

The Student Records Policies and Procedure manual is consistent with the below laws:

- *Family Educational Rights and Privacy Act (FERPA):*

FERPA, also known as the Buckley Amendment, defines education records as all records that schools or education agencies maintain about students. Since enacting FERPA in 1974, Congress has strengthened privacy safeguards of education records through this law, refining and clarifying family rights and agency responsibilities to protect those rights.

The law known as FERPA can be found at 20 U.S.C. 1232g. The regulations adopted by the US DOE can be found at 34 CFR Part 99.

- *Florida State Board of Education Administrative Rules 6A-1.0955 & 6A-1.04513*

- *Florida Statutes, including but not limited to Sections:*

- *Section 1002.22 - Education records and reports of K-12 students; rights of parents and students; notification; penalty.*
- *Section 450.045 - Proof of age; posting of notices.*
- *Section 92.29 - Photographic or electronic copies.*
- *Section 1003.25 - Procedures for maintenance and transfer of student records.*
- *Section 1010.305 - Audit of Student enrollment.*
- *Section 1002.221 - K-12 education records.*
- *Section 1001.52 - Reproduction and destruction of district school records.*

- *DeSoto County School Board Policy 190.13*

II. Definitions

- A. Student Educational Records - All records, files, documents, data, and other material which contains information directly related to student, which are created, maintained, and used by the DeSoto County School District.
- B. Category A - Permanent Information contained in the student educational records.
(See page 7 for more information)
- C. Category B - Temporary Information contained in the student educational records.
(See page 7 for more information)
- D. Student Cumulative Folder/Records - Student Records consists of Category A and B information. This information is retained electronically or in hard copy. Information of educational value is to be included in the student's cumulative record.
- E. Child - Any person who has not reached the age of majority (18 years of age).
- F. Student - Any child or adult is enrolled in any instructional program or activity conducted under the authority and direction of the DeSoto County School Board.
- G. Eligible/Adult Student - Any person who reached 18 years of age or attending in a post-secondary instructional program is considered an adult student regardless of age.
- H. Directory Information - Information contained in the student educational records which would not generally be considered harmful or an invasion of privacy if disclosed.
(See page 21 for more information)
- I. Legitimate Educational Interest - DeSoto County School District employees authorized to teach, supervise, evaluate, recommend educational decisions, and post official information on a student as applies to program, conduct, and records.
- J. School official - A person employed by the District as an administrator, supervisor, instructor, or support staff member; a person serving the School Board; and a person or company with whom the District has contracted to perform a special task.
(Student volunteers are not considered school officials.)
- K. Personally Identifiable Information - Records or information that may identify the student.
- L. Disclosure - To permit access to or the release, transfer, or the communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
- M. Consent - Approval, permission, or agreement.
- N. Parent/Guardian - Natural mother or father, guardian, an individual acting as a parent in the absence of a parent or guardian (with legal documentation verifying their rights as a parent).
- O. F.S. - Florida Statute.
- P. RMLO - Records Management Liaison Officer.
- Q. Records Room - A room located at each site that secures and maintains student educational records.

- R. Educational Institution - Any public school, center, institution, or other entity that is part of Florida's education system.
- S. Institution of postsecondary education - An institution that provides education to student beyond the secondary school level; "secondary school level" means the educational level (not beyond grade 12) at which secondary education is provided as determined under State law.
- T. Dates of attendance - The period of time during which a student attends or attended an educational agency or institution. Does not include specific daily records of a student's attendance at an educational agency or institution.

III. Purpose and Elements of Student Educational Records

The DeSoto County School District maintains educational records for the purpose of facilitating instruction, guidance and educational progress of students in programs operated under the authority and direction of the DeSoto County School District.

The DeSoto County School District will maintain the below information for each student enrolled in a public school within the district. These records are under the control of the principal and shall be kept current.

A. Category "A" Information

The contents for Category "A" records are maintained as required by the Department of Education.

1. Student's full legal name.
2. Authenticated birthdate, place of birth, race, ethnicity and sex.
3. Last known address of the student.
4. Names of the student's parent(s) or guardian(s).
5. Name and location of last school attended.
6. Number of days present and absent, date enrolled and date withdrawn.
7. Courses taken and records of achievement, such as grades, units, or certification of competence.
8. Date of graduation or date of program completion.
9. Record of successful completion of a standardized assessment for promotion or graduation. (*ie. FCAT or End of Course Exams*)
10. Immunization status, including vaccination status and dates.
11. Records of requests for access to and disclosure of personally identifiable information from the education records of the student as required by FERPA.
12. Social Security Numbers of adult students.

Hardcopy Category A information is retained in the schools until scheduled for transfer to the district Student Records Department. Student Records Department will store and scan hardcopy Category A information for permanent retention.

RETENTION:

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

B. Category "B" Information

The contents for Category "B" records are maintained and provide for periodic review and elimination of information no longer useful, in the manner prescribed by F.S. 1001.52(3).

1. Health information and health care plans (other than immunization records).
2. Family background data.
3. Standardized test scores (other than assessments for promotion or graduation).
4. Educational and career plans.
5. Honors and activities.
6. Work experience reports.
7. Teacher comments.

8. Reports of student services or exceptionality student staffing committees.
9. Correspondence from community agencies or private professionals.
10. Driver education certificate.
11. A list of schools attended.
12. Written agreements of corrections, deletions or expunctions as a result of meetings or hearings to amend educational records.
13. Major disciplinary records.

Hardcopy Category B information is retained in the schools until scheduled for transfer to the district Student Records Department. Student Records Department will destroy hardcopy Category B information after it meets its mandated retention period.

RETENTION:

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

C. Category "B" - Exceptional Student Information

The contents for exceptional student records are maintained and provided for periodic review and elimination of information no longer useful, in the manner prescribed by F.S. 1001.52(3). This record series consists of a wide variety of information on an individual student tested for, or enrolled in, an Exceptional Education Program.

1. Staffing checklists or forms.
2. Individual Education Plans (IEPs).
3. Educational Plans (EPs).
4. Family Support Plans (FSPs).
5. Parent invitations to attend IEP meetings.
6. Notices of Re-evaluation.
7. Notice of a diploma option.
8. 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).
9. Case histories showing reasons for a student's removal from the regular classroom.
10. Parent consent form for testing.
11. Evaluation/Re-evaluation reports.
12. Test protocols and booklets.
13. Examiner observations and assessment notes/reports.
14. Parent and/or Teacher Behavior Rating Scales.

Hardcopy Category B information is retained in the schools until scheduled for transfer to the district Student Records Department. Student Records Department will destroy hardcopy Category B information after it meets its mandated retention period.

RETENTION:

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

D. Category “B” - English for Speakers of Other Languages (ESOL)

The contents for Category “B” records are maintained and provide for periodic review and elimination of information no longer useful, in the manner prescribed by F.S. 1001.52(3).

1. English language aural/oral proficiency test to determine if a student has limited English proficiency (LEP) or other test results.
2. Recommendations of instructors and other education services staff.
3. Evaluations by an LEP committee.
4. Documentation of any delays in assessing the student.
5. LEP student plans and plan modifications.
6. Progress Reports.
7. Assessments to determine if student should be reassigned to a different program.
8. Follow-up reviews of former LEP students.

Hardcopy Category B information is retained in the schools until scheduled for transfer to the district Student Records Department. Student Records Department will destroy hardcopy Category B information after it meets its mandated retention period.

RETENTION:

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

IV. Non-Educational Records

Student Educational Records does not include:

- A. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- B. Records of the law enforcement unit of an educational agency or institution, subject to the provisions of §99.8.
- C. (1) Records relating to an individual who is employed by an educational agency or institution, that:
 - a. Are made and maintained in the normal course business;
 - b. Relate exclusively to the individual in that individual's capacity as an employee; and
 - c. Are not available for use for any other purpose.(2) Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under C (1).
- D. Records on a student who is eighteen years of age or older, or is attending an institution of postsecondary education, that are:
 - a. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
 - b. Made, maintained, or used only in connection with treatment to the student;
 - c. Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.
- E. Records created or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
- F. Grades on peer-graded papers before they are collected and recorded by a teacher.

V. Identifying Parents/Eligible Students who have Appropriate Access to Student Education Records

Parent:

1. The District will presume that either parent of the student has authority to inspect and review the education records of the student, unless the District has been provided evidence that there is a legally binding instrument or court order which provides to the contrary. Natural parents are identified by the student's birth certificate.
2. A stepparent that is present in the home on a day-to-day basis, together with the child and a natural parent exercises all records rights granted to a natural parent. However a stepparent who is not present on a day-to-day basis in the home of the child has no rights with respect to the student's records.
 - a. The "Access to Student Educational Records - Stepparent Form" must be complete prior to disclosure. The form is only good for 1 year from the date received on the form. (see Appendix I)
3. Surrogate or foster parent, with a legally binding instrument, has the same right to review educational records as parents have.
4. Prior consent is not required for schools to disclose information from the education record to the parents if the eligible student is a dependent for tax purposes under the IRS rules.

Eligible Student:

1. 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 DeSoto County School Board.
2. A student participating in a post-secondary instructional program is considered an eligible student, regardless of age.
3. When a student becomes an eligible student, the rights accorded to, and consent required of, parents transfer from the parent to the student.

VI. Securing Education Records

- A. The school principal or designee is responsible for the privacy and security of all student records maintained in the school.
 - a. Records room must be locked and no one is allowed in the records room except authorized personnel. Authorized personnel should have a legitimate educational interest and should be listed on the “Access to Student Records without Signing the Access Log” list. The access list is to be kept accurate, current, and must be approved by the Records Management Liaison Officer.
 - b. Locations without a records room, the student educational records must be in a secure location and in a locked fireproof cabinet.

- B. The Superintendent or designee is responsible for the privacy and security of all student records that are not under the supervision of a school principal.

- C. Prior to disclosure of any education records, the Superintendent/school principal or designee must identify and authenticate the identity of parents, eligible students, school officials, and any other parties. A record of the disclosure must be maintained.
 - a. Use the below as a reference for identify and authenticating individuals requesting student record information and the type documentation to maintain in the student cumulative folder to identify records of disclosure.

	<u>Authenticate the Identity</u>	<u>Record of Disclosure</u>
Parent	request a drivers license or photo ID with name, compare to birth certificate or legal binding instrument.	DeSoto County School District Request Form
Individuals with Parent or Eligible Student Consent	request a drivers license or photo ID with name, compare parent name to birth certificate or legal binding instrument.	DeSoto County School District Request Form
Stepparent	request a drivers license or photo ID with name, compare to Access to Student Educational Records - Stepparent form	DeSoto County School District Request Form
Eligible Students	request a drivers license or photo ID with name, compare to Student Educational Records	DeSoto County School District Request Form
School Officials	request school official identification; confirm their name on the “Access to Student Records without Signing the Access Log” list.	
*Any Other Parties (ie. Personnel not on Access Log, Auditor)	request identification, confirm they have access to records with out parent consent	Records Review Log (Appendix G)

*does not apply if the request was from 1) a party seeking directory information
 2) a law enforcement subpoena or court order that specifics that the existence or contents of the subpoena or court order not to be disclosed

- D. Education records are not to leave the school site. In cases where the information in the student educational record is needed to determine education decisions, the legitimate educational interest personnel using the record may borrow the record. The record is only released to personnel on their school’s access list and the record must not leave the District.

The legitimate educational interest personnel must sign for the record upon receiving the record. They need to state a reason for borrowing the record, indicate the date the record was received and the date the record is to be returned. (see Appendix H) This must be approved and recognized by the school's principal or designee. Borrowed records are to be sent through the interoffice mail. The record must be logged out when borrowed and logged in when returned. The following are steps to follow if the record is not returned by the indicated date:

1. Send a memo or email.
2. Call the person who borrowed the record.
3. Call the Records Management Liaison Officer.
4. Call the Assistant Director of Information Services and Records.

VII. School Board Policies and Procedures

- A. The DeSoto County School District will annually notify parents and eligible students of their rights under Florida Statute Section 1002.22 and FERPA.
 1. Within the first three weeks of each school year, the Desoto County School District will notify parents and eligible students of their rights under this policy.
 - a. The District will publish these rights in the Student Rights and Responsibilities manual.
 2. For students enrolling after the first three weeks of school, these rights will be provided to the parents or eligible student when the student enrolls.
 3. The notice will include, but not be limited to, the following:
 - a. The Right of Access.
 - b. The Right of Waiver of Access.
 - c. The Right to Challenge and Hearing.
 - d. The Right of Privacy.
 - e. The Location and Availability of the Student Records Policies and Procedures Manual.
 4. If necessary, the District will arrange to provide translations of this notice to non-English speaking parents or eligible students in their native language.
- B. Parents of students or eligible students who have appropriate access to the student's education record may inspect and review the student's education record upon request.
 1. Parents or eligible students must submit to the appropriate school principal or designee a written request identifying exactly the records they wish to inspect.
 2. Within 10 days of receiving the written request, the school principal or designee will notify the parents or eligible student of the time and place where the records may be inspected. For further explanation or interpretation of the records, the parent or eligible student should review the record in the presence of an authorized staff member. This procedure should be completed within 30 days after the request was received.
 3. The District will presume that either parent of the student has authority to inspect and review the education records of the student, unless the District has been provided evidence that there is a legally binding instrument or court order which provides to the contrary.
 4. Upon written request parents or eligible student can obtain copies of the records within the student's cumulative education folder.
 5. Remove or black-out names and other personally identifiable information about other students that may be included in the student's education record. Parents or eligible students may inspect and review or be informed of only their specific information.
- C. A student may waive their right of access to confidential letters or statements.

1. The DeSoto County School District may not require that any student waive their right to access.
 2. A student who wants to waive their access to confidential letters or statements should submit a written, signed, and dated statement to the appropriate school principal, superintendent, or designee.
 3. If the right of access is waived, a student will be notified, upon written request, of the names of all persons making confidential recommendations or statements to which they have waived the right of access and such recommendations must be used solely for the purpose for which they were specifically intended to retain their confidentiality.
 4. Students who want to revoke their waiver may submit a written, signed, and dated statement to the appropriate school principal, superintendent or designee.
- D. Copies of public record may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records not exceeding 8 ½ inches by 14 inches in size shall be \$.15 for each one-sided copy or \$.20 for each two-sided copy, unless a different fee is otherwise prescribed by Florida Statutes. A \$1 fee shall be assessed for a certified copy of a public record.
1. Upon written request, parents or eligible students will be provided with a copy of the requested student education record at no charge.
 2. Legible copies of all student education records will be forwarded to another school or school district without a charge if the transferring school district has received notice from the parent or eligible student that the student intends to enroll in the other school or school district, or a notice from the other school or school district that the student has enrolled. The original copy will be retained in the District.
- E. The DeSoto County School District in compliance with Federal and State legislation will maintain a listing of types and locations of education records maintained by the District and the titles and addresses of the officials responsible for those records.
1. Active Student Education Records as defined in the Elements of a Student Education Record are located at the school the student is currently enrolled.

DeSoto County Adult Ed. Center Principal 310 W Whidden St Arcadia, FL 34266	DeSoto County High School Principal 1710 E Gibson St Arcadia, FL 34266
DeSoto Middle School Principal 420 E Gibson St Arcadia, FL 34266	Memorial Elementary School Principal 851 E Hickory St Arcadia, FL 34266
Nocatee Elementary School Principal 4846 SW Shores Avenue Nocatee, FL 34268	West Elementary School Principal 304 W Imogene St Arcadia, FL 34266

DeSoto Early Childhood Center Principal 318 N Wilson Ave Arcadia, FL 34266	Spring Lake Youth Academy Principal 930 E. Cypress St Arcadia, FL 34266
DeSoto Connections Principal 930 E. Cypress St Arcadia, FL 34266	Reduced Services Principal 310 W. Whidden St. Arcadia, FL 34266
DeSoto Virtual Instruction Program Principal 494 N Manatee Ave Arcadia, FL 34266	Private PK ESE Principal 310 W. Whidden St. Arcadia, FL 34266
Hospital and Homebound Principal 310 W. Whidden St. Arcadia, FL 34266	Home Education Principal 494 N Manatee Ave Arcadia, FL 34266

2. In-Active Student Education Records as defined in the Elements of a Student Education Record.

Director of Information Services Division
530 LaSolona Avenue
Arcadia, FL 34266

3. Active Exceptional Student Education Records as defined in the Elements of a Student Education Record.

Director of Exceptional Student Education
310 West Whidden St.
Arcadia, FL 34266

4. Active and In-Active Countywide Testing Data, Social Worker's Records, and Truancy Records.

Director of Student Services
310 West Whidden Street
Arcadia, FL 34266

F. The Desoto County School District may release personally identifiable information to persons or organizations without the consent of the parent or eligible student as provided in FERPA Regulations, 34 CFR Part 99.

1. The exceptions to required prior consent for disclosure include when records are released:

- a. (A) The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests. (B) A contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official under this paragraph provided that the outside party—(1) Performs an institutional service or function for which the agency or institution would otherwise use employees;(2) Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and(3) Is subject to the requirements of §99.33(a) governing

- the use and redisclosure of personally identifiable information from education records.
- b. The disclosure is, subject to the requirements of §99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
 - c. The disclosure is, subject to the requirements of §99.35, to authorized representatives of—(i) The Comptroller General of the United States; (ii) The Attorney General of the United States; (iii) The Secretary; or (iv) State and local educational authorities.
 - d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: (A) Determine eligibility for the aid; (B) Determine the amount of the aid; (C) Determine the conditions for the aid; or (D) Enforce the terms and conditions of the aid.
 - e. The disclosure is to State and local officials or authorities to whom this information is specifically—(A) Allowed to be reported or disclosed pursuant to State statute adopted before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or (B) Allowed to be reported or disclosed pursuant to State statute adopted after November 19, 1974, subject to the requirements of §99.38.
 - f. (i) The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to: (A) Develop, validate, or administer predictive tests; (B) Administer student aid programs; or (C) Improve instruction. (ii) An educational agency or institution may disclose information only if—(A) The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information; (B) The information is destroyed when no longer needed for the purposes for which the study was conducted; and (C) The educational agency or institution enters into a written agreement with the organization that—(1) Specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (2) Requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (3) Requires the organization to conduct the study in a manner that does not permit personal identification of parents and students, as defined in this part, by anyone other than representatives of the organization with legitimate interests; and (4) Requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed. (iii) An educational agency or institution is not required to initiate a study or agree with or endorse the conclusions or results of the study.
 - g. The disclosure is to accrediting organizations to carry out their accrediting functions.
 - h. The disclosure is to parents, as defined in §99.3, of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.
 - i. (i) The disclosure is to comply with a judicial order or lawfully issued subpoena. (ii) The educational agency or institution may disclose only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student

- may seek protective action, unless the disclosure is in compliance with— (A) A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; (B) Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (C) An ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) 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. (iii)(A) If an educational agency or institution initiates legal action against a parent or student, the educational agency or institution may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the educational agency or institution to proceed with the legal action as plaintiff. (B) If a parent or eligible student initiates legal action against an educational agency or institution, the educational agency or institution may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the educational agency or institution to defend itself.
- j. The disclosure is in connection with a health or safety emergency, under the conditions described in §99.36.
 - k. The disclosure is information the educational agency or institution has designated as “directory information”, under the conditions described in §99.37.
 - l. The disclosure is to the parent of a student who is not an eligible student or to the student.
 - m. The disclosure, subject to the requirements in §99.39, is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by the institution of postsecondary education with respect to that alleged crime or offense. The institution may disclose the final results of the disciplinary proceeding, regardless of whether the institution concluded a violation was committed.
 - n. (i) The disclosure, subject to the requirements in §99.39, is in connection with a disciplinary proceeding at an institution of postsecondary education. The institution must not disclose the final results of the disciplinary proceeding unless it determines that—(A) The student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and (B) With respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (ii) The institution may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student. (iii) This section applies only to disciplinary proceedings in which the final results were reached on or after October 7, 1998.
 - o. (i) The disclosure is to a parent of a student at an institution of postsecondary education regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if—(A) The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and (B) The student is under the age of 21 at the time of the disclosure to the parent. (ii) Paragraph (a)(15) of this section does not supersede any provision of State law that prohibits an institution of postsecondary education from disclosing information.

p. The disclosure concerns 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 educational agency or institution under 42 U.S.C. 14071 and applicable Federal guidelines. (b)(1) De-identified records and information. An educational agency or institution, or a party that has received education records or information from education records under this part, may release the records or information without the consent required by §99.30 after the removal of all personally identifiable information provided that the educational agency or institution or other party has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information. (2) An educational agency or institution, or a party that has received education records or information from education records under this part, may release de-identified student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that—(i) An educational agency or institution or other party that releases de-identified data under paragraph (b)(2) of this section does not disclose any information about how it generates and assigns a record code, or that would allow a recipient to identify a student based on a record code; (ii) The record code is used for no purpose other than identifying a de-identified record for purposes of education research and cannot be used to ascertain personally identifiable information about a student; and (iii) The record code is not based on a student's social security number or other personal information. (c) An educational agency or institution must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the agency or institution discloses personally identifiable information from education records. (d) Paragraphs (a) and (b) of this section do not require an educational agency or institution or any other party to disclose education records or information from education records to any party except for parties under paragraph (a)(12) of this section.

G. The DeSoto County School District will obtain prior written consent from the parent or eligible student before disclosing personally identifiable information of a student to persons or organizations other than defined in FERPA Regulations, 34 CFR Part 99.

1. A parent or eligible student must provide the school principal or designee at which the student is currently enrolled, or the Superintendent or district office designee a signed and dated written consent before a school/district designee may disclose records.

a. The written consent must:

1. Specify the records that may be disclosed;
2. State the purpose of the disclosure; and
3. Identify the party or class of parties to whom the disclosure may be made.

b. See Appendix A.1 to A.6 for the DeSoto County School District Student Request Forms.

c. Once the request is complete, the signed written consent form is to be placed in the student's education folder and is classified as Category A permanent.

2. An official copy of a student transcript is released to a student in a sealed envelope indicating if the seal is broken prior to the institute receiving the envelope; the transcript is no longer an official copy.
 3. The District cannot provide an official copy of a GED. An official copy is available from the Florida Department of Education.
 4. Upon written request, parents or eligible students will be provided with a copy of the requested student education record at no charge.
 5. The District will presume that either parent of the student has authority to give consent of disclosure, unless the District has been provided evidence that there is a legally binding instrument or court order which provides to the contrary.
- H. The DeSoto County School District defines a school official as a person employed by the District as an administrator, supervisor, instructor, or support staff member; a person serving the School Board; and a person or company with whom the District has contracted to perform a special task.

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

1. A school official having legitimate educational interest must be listed on their school's "Access to Student Records without Signing the Access Log" list. If their name is not on this list they must sign the Record Review Log prior to accessing an education record. (See VI. Securing Education Records for more details.)
 - a. A student or adult volunteer worker is not a school official and therefore cannot work with education records.
- I. The DeSoto County School District may release personally identifiable information without parent's or eligible student's consent, to appropriate parties in connection with a health/safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 1. Upon receipt of the request for emergency information, the principal or designee shall determine whether the request constitutes a health or safety emergency and if so, provide the requested information immediately.
 2. Criteria for determining the existence of emergencies involving health or safety include:
 - a. The seriousness of the threat to 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.
 3. Document all personally identifiable information that was released, what criteria was used to determine the existence of the emergency, and the parties to whom received the information. Place this document in the student's cumulative educational folder.

- J. The DeSoto County School District will designate certain personally identifiable information as directory information. This information may be released, upon request, to persons or organizations without the consent of the parent or eligible student.
1. The following personally identifiable information contained in a student's education record shall be considered as directory information:
 - a. Student's Name
 - b. Address
 - c. Telephone Number (unless the number is unlisted)
 - d. Date of Birth
 - e. Participation in Officially Recognized Activities and Sports
 - f. Weight and Height of members of Athletic Teams
 - g. Dates of Attendance
 - h. Degrees and Awards Received
 - i. Most Recent Educational Institution Attended by Student
 - j. Photographs
 - k. Grade Level
 2. Parents and eligible students will be notified annually of the District's Policies and Procedures relating to directory information.
 - a. The District will publish the District's Policies and Procedures relating to directory information in the Student Rights and Responsibilities manual.
 3. Parents and eligible student who do not want the DeSoto County School District to disclose of any or all of the directory information established, must notify the school principal or designee in writing within the first 10 days of receiving the Districts annual Student Record notifications.
 4. Upon request, military recruiters will receive the following directory information: students' name, address, and telephone listing. This information will not be released if the parent or eligible student requested that no directory information may be released.
 5. A written request for directory information must be submitted to the Superintendent or appropriate school principal or designee. School official may release only student names unless approved by the Superintendent. Under no circumstances will students' directory information be released to any profit organizations.
- K. Parents of students or eligible students who have appropriate access to the student's educational record may challenge any content of any record in which they believe to be inaccurate, misleading, or a violation of their privacy. *(This does not intend to provide the right to challenge a grade, but to correct an improperly recorded grade.)*
1. The parent or eligible student desiring to challenge the content of a student's education record shall submit a written statement outlining the nature of the challenge to the school's principal or designee at which the student is currently enrolled, or the Superintendent or district office designee when a student is not currently enrolled in a school.
 2. Once the written statement is obtained, the principal or designee will review the challenge and within 10 days will contact the requester for an informal meeting.

3. If the parties at the informal meeting agree to make corrections, to make deletions, to expunge materials, or to add a statement of explanation or rebuttal to the files, an agreement indicating the decision shall be in writing, signed and dated by both parties. Once the agreement is signed, the principal or designee will take the necessary actions to implement the agreement.
4. If the parties at the informal meeting cannot reach an agreement, either party can request a hearing. The following steps must be completed to request and acquire a hearing:
 - a. The requester shall notify the Superintendent in writing of his/her desire for a hearing.
 - b. The Superintendent will appoint a hearing officer and notify the requester of his/her appointment.
 - c. The hearing officer will make arrangements with the requester within a reasonable time frame for a mutually agreed upon time and place for the hearing.
 - d. The hearing officer will ensure that the requestor has a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record.
 - e. Upon completion of the hearing, the hearing officer shall notify the Superintendent of his/her recommendations.
 - f. Within 10 days of the hearing, the Superintendent will notify the requestor in writing of the decision.
 - g. If the decision concurs with the request, the principal or designee shall be directed to correct, delete or expunge the record. The requester shall be notified in writing by the principal or designee the correction, deletion or expunction has occurred.
 - h. If the decision is to deny the request, the Superintendent shall notify the requester in writing of the decision and his/her right to place a statement in the student's education record, commenting on the information in the education record and set forth any reasons for disagreeing with the decision.

VIII. Annual Notifications

- A. Family Educational Rights and Privacy Act (*Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99*)
1. The DeSoto County School District will annually notify parents and eligible students of their rights under FERPA. (See Appendix D) The notice will include, but not be limited to, the following:
 - a. Their right to inspect and review records.
 - b. The procedures to inspect and review records.
 - c. Their right to request amendment of records.
 - d. The procedure for requesting amendment of records.
 - e. Their right to consent to disclosure, with certain exceptions.
 - f. A statement that education records may be disclosed to school officials without prior written consent, including the definitions of school officials and legitimate educational interest.
 - g. The types of information the District designates as directory information.
 - h. The right to opt-out of disclosure of directory information.
 - i. The procedures for opting out of disclosure of directory information.
 - j. Their right to file a complaint with the U.S. Department of Education.
 2. Within the first three weeks of each school year, the Desoto County School District will notify parents and eligible students of their rights under FERPA.
 - a. The District will publish these rights in the Student Rights and Responsibilities manual.
 3. For students enrolling after the first three weeks of school, these rights will be provided to the parents or eligible student when the student enrolls.
 4. If necessary, the District will arrange to provide translations of this notice to non-English speaking parents or eligible students in their native language.
- B. Protection of Pupil Rights Amendment (*Statute: 20 U.S.C. § 1232h. Regulations: 34 CFR Part 98*)
1. The DeSoto County School District will annually notify parents and eligible students of their rights under PPRA. (See Appendix E) The notice will include, but not be limited to, the following:
 - a. Adopted or continued use of policies established by the District.
 - b. A statement stating consent is needed before a student is required to submit a survey that concerns one or more of the eight protected areas if the survey is funded in whole or in part by the U.S. Department of Education.
 - c. A statement explaining their right to receive notice of a survey and has the opportunity to opt a student out of the survey.
 - d. Their right to review, upon request and before used, any survey that concerns one or more of the eight protected areas, any instructional materials used in connection with any survey that concerns one or more of the eight protected areas, and any instructional material used as part of the education curriculum for the student.
 - e. The right to file a complaint with the U.S. Department of Education.
 2. Within the first three weeks of each school year, the Desoto County School District will notify parents and eligible students of their rights under PPRA.

- a. The District will publish these rights in the Student Rights and Responsibilities manual.
3. For students enrolling after the first three weeks of school, these rights will be provided to the parents or eligible student when the student enrolls.
4. The District will notify parents of students who are scheduled to participate in a survey or specific activity by U.S. Mail. The notification must provide parents or eligible student the opportunity to opt-out of participating in the specific activity or survey.
5. If necessary, the District will arrange to provide translations of this notice to non-English speaking parents or eligible students in their native language.

IX. Procedures for Transferring Education Records

A. PK-12 In-County Transfer

1. Under the Federal District Court Order, an Application for Reassignment is necessary if the student transfers from one school area to another school area within the county at any time, for any reason, and is only good for one school year.
2. Once the parent completes the Request for Student Reassignment form, the principal of the receiving and parting schools approve the request and the form is approved by the DeSoto County School Board, then the receiving school will request the student's educational cumulative folder.
3. The parting school will send the entire student's educational cumulative folder to the receiving school through the district's interoffice mail. The parting school must retain a list all transferred cumulative folders, which include the name of the student transferred, the date the folder was sent to the receiving school, and the name of the receiving school. (see Appendix H)

B. End of Year Mass Transfer

1. The End of Year Mass Transfer of records results when students change school, for promotion to a higher level school.
2. Request a copy of all students being promoted from grade PK to KG, 5th to 6th, 8th to 9th.
3. Separate the records according to the schools to which the students will be transferring.
4. Make an alphabetical list of all cumulative folders including student's name and date of birth. Title the list with your school's name, what type of records, and years included. (*Example: DeSoto Middle School - 0809 Promoted 8th Grade Students*) A copy of the list is to accompany the boxes during the transfer. Keep the original at the sending school.
5. Complete and sign the Active Student Cumulative Records Transfer Form (see Appendix C.2) and send with the boxes during the transfer.
6. Prior to transferring your records, call or email the receiving school with the number of boxes being transferred.
7. Make arrangements for your boxes to be transferred. Your custodian may deliver the boxes to the receiving school or contact the Support Services Department to make arrangements for the boxes to be picked up and delivered.
8. If you are a receiving school, once you have received the transferred boxes, sign and date the Active Student Cumulative Records Transfer Form and fax to the sending school.
9. If you are a sending school, once you received a signed Active Student Cumulative Records Transfer Form from the receiving school, staple the form to the original alphabetical list of all cumulative folders transferred.

C. Out of District/State Transfer

1. Once the parent or an official from a school in which the student is enrolled, or seeks to enroll, notifies the school of the student leaving the district or state, the school will issue a withdrawal form and place the form in the student's cumulative educational folder.

2. Copies of Category “A” and “B” records will be sent to schools outside the district or state only upon written request by the parent, eligible student, or requesting school. It is not necessary to obtain parental permission before responding to a request for records from the officials of a school in which the student is enrolled or seeks to enroll. The request is considered evidence of the parent’s permission.
3. Once the request has been completed, place the request form in the student’s cumulative educational folder.
4. No original record or folder will be sent to any non DeSoto County School District school.
5. The transfer of student’s educational records will not be delayed for nonpayment of a fee or fine assessed by the school.

D. Inactive Records Transfer to the Student Records Department

1. Transfer of Student Education Cumulative Records

- a. Make sure the following is correct on the cumulative folders:
 - Legal Name
 - Date of Birth
 - Local Student ID
 - Social Security Number
 - Withdrawal Date
 - FCAT Graduation Test Results
- b. Records are to be placed alphabetically in 1.5 cubic boxes, Size 10” X 12” X 15”.
- c. Make an alphabetical list of all cumulative folders including student’s name and date of birth. Title the list with your school’s name, what type of records, and years included. (*Example: DeSoto County High School - 2005 Graduates*) A copy of the list is to accompany the boxes during the transfer.
- d. Complete and staple the Records Storage Box Label (see Appendix B) on the outside of each box.
- e. Complete and sign the Student Cumulative Records Transfer Form (see Appendix C.1) and send with the boxes during the transfer.
- f. Prior to transferring your records, call or email the Student Records Department the number of boxes being transferred.
- g. Make arrangements for your boxes to be transferred. Your custodian may deliver the boxes to the Student Records Department or contact the Support Services Department to make arrangements for the boxes to be picked up and delivered.
- h. Once you have received the transferred boxes, sign and date the Student Cumulative Records Transfer Form and fax back to the sending school.

2. Transfer of Attendance Registers, Teacher Grade Books and Plan Books

- a. Records are to be placed in 1.5 cubic boxes, size 10” X 12” X 15”.
- b. Arrange by year and grade.
- c. Complete and staple the Records Storage Box Label (see Appendix B) on the outside of each box.
- d. Complete and sign the Student Cumulative Records Transfer Form (see Appendix C.1) and send with the boxes during the transfer.

- e. Prior to transferring your records, call or email the Student Records Department the number of boxes being transferred.
- f. Make arrangements for your boxes to be transferred. Your custodian may deliver the boxes to the Student Records Department or contact the Support Services Department to make arrangements for the boxes to be picked up and delivered.
- g. Once you have received the transferred boxes, sign and date the Student Cumulative Records Transfer Form and fax back to the sending school.

E. Specifications of Records Sent to the Student Records Department per School Year

~~1. DeSoto County High School~~

~~a. Graduates: Send all records dated one (1) year after student's graduation date.~~

~~b. Withdrawals/Dropouts: Send by birth year to match graduation class and send over with graduate records.~~

2. DeSoto Middle, West Elementary, Nocatee Elementary, Memorial Elementary, Spring Lake Youth Academy, Early Childhood Center, Exceptional Student Education Division, Virtual School, Reduced Services, Home Education, DeSoto Connections

a. Withdrawals/Dropouts: Send one (1) year after the student has been withdrawn or transferred out of district.

3. Family Service Center

a. Send all student cumulative records two (2) years following completion of a program or attainment of the GED if student is not enrolled in another eligible program. Records of non-completes who do not register for any programs during an entire school year are to be sent at the conclusion of that year.

X. Student Cumulative Folder

- A. Prepare a student cumulative folder for each student who enrolls.
 - 1. If a student is re-entering a DeSoto County School, before creating a new cumulative education record, contact the last DeSoto school attended for the student's cumulative folder. If the folder is no longer there, then contact the Student Records Department. Once a cumulative education record folder is located, it will be sent to the requester by district interoffice mail. If an ESE Audit folder is included in the file the requester should notify the ESE department that the student has returned to DeSoto County.
- B. Each section of the cumulative folder is to be completed for the appropriate educational level.
- C. All Elements of a Student Education Records defined in section III, should be kept in the student's cumulative folder.
- D. Arrangement of Education Records in the Cumulative Folders
 - 1. Legal and/or custodial documents, including copies of SSN and Birth Certificate.
 - 2. Release of Records Log Form.
 - 3. Registration or Withdrawal forms.
 - 4. Assessment Score Sheets - most recent on top.
 - 5. Report Cards/Academic Achievements.
 - 6. Parent Communications.
 - 7. ESOL/ELL/LEP Folder - Yellow Folder.
 - 8. ESE Folder.
 - 9. 504 Folder - Red Folder.
 - 10. Student Photos.
 - 11. Student Medical Records/Health Forms - from Health Nurse.
- E. Repair the cumulative folder and content when necessary.
 - 1. In the event that a record becomes damaged, repair the page with clear tape. If the record cannot be repaired, photocopy the page and place the new copy with a letter explaining what occurred to the original in the file. The copy will then become the official record copy.

XI. Subpoena or Court Order

- A. The DeSoto County School District will comply with subpoena or court order request. The school's principal or designee is responsible for responding to a subpoena or court order. When releasing subpoenaed information, only release the records specified in the subpoena or court order.

1. Procedures

- a. Verify that the subpoena is from a court having jurisdiction in the State of Florida, which includes Florida and Federal courts.
 - 1. If so, immediately verify that you have the student's cumulative folder.
 - A. If you do not have the student's cumulative folder, use Genesis to determine the student's location. Call the student's location and confirm that the cumulative folder is there. Immediately forward the subpoena to the appropriate school, but keep a copy of the subpoena, with a notation of where you sent it and the date you sent it.
 - B. Contact the Student Record Department if you are unable to locate the student's cumulative folder.
 - 2. If not, do not comply with subpoena or court order and immediately contact the Student Records Department.
- b. Determine whether you need to send a letter of notification to the parents or eligible student.
 - 1. If you need to send a letter of notification, include a statement of your intention to comply with the subpoena and the date of compliance. Mail the letter and a copy of the subpoena first class to the parents or eligible student.
 - A. If the parents or eligible student objects to the subpoena, they should contact their attorney. The attorney must file a legal objection to the subpoena with the court. Neither the parents, eligible student, nor their attorney can instruct you to ignore a subpoena. Only the court or the requesting attorney can release you from the obligation to comply with a subpoena. Upon receipt of a legal objection to a subpoena, send a copy of the legal objection to the requesting attorney. Do not comply with the subpoena until you have been notified of the outcome of the objection.
 - 2. If a Certificate of Compliance with Rule 1.351 or a Notice of Production is included with the subpoena or otherwise provided by the attorney's office, you may comply with the subpoena without providing further notification to the parents or eligible student.
- c. Check the compliance date on the subpoena. Determine whether you have sufficient time to respond.
 - 1. If you have a Certificate of Compliance or a Notice of Production, you may respond immediately.
 - 2. If you do not have time to comply with the subpoena, contact the requesting attorney's office. Explain that you are unable to respond by the compliance date and ask permission to respond by a later date. Specifically identify the date by which you can respond. If the attorney's office does not agree with the new compliance date, call the Student Records Department and notify them of the situation. The Student Records Department will work with the school board attorney's office to determine how to proceed.
- d. To comply with the subpoena, first determine exactly which records are being requested.
 - 1. Supply only those records that have been asked for.

- e. Check whether the subpoena requires you to appear or whether you can mail the records.
 - 1. If you are required to appear with original records, bring the records to the specified location at the specified time. You may leave a copy of the records with the requesting attorney; however you must keep the originals.
 - 2. If you are not required to appear, mail copies of the student's records and a copy of the subpoena to the requesting attorney.
- f. Keep a copy of the subpoena with the copy of the letter of notification and any correspondence with the requesting attorney's office in the student's cumulative folder.

XII. Age Certificate

A. Under Florida State Child Labor Laws, children under 18 are required to provide employers with proof of their age. Section 450.045 (1)(c), F.S. allows the District to issue an age certificate to current or former Desoto County School District students.

1. Procedures

- a. Verify that the requester is a current or former student of the Desoto County School District. Determine where the student's records are held.
- b. If the student's records are not held at your location, refer the student to the appropriate location. If the student's records are held at your location, use the student's cumulative education records to complete the DeSoto County School District Age Certificate. (see Appendix F)
- c. Give the original age certificate to the requester. Place a copy of the age certificate in the student's educational cumulative folder.

XIII. Document Imaging

- A. The DeSoto County School District has the right to image student education records and properly destroy the original document per section 92.29, F.S.
 - 1. Ch. 92:
92.29 Photographic or electronic copies. - Photographic reproductions or reproductions through electronic recordkeeping systems made by any federal, state, county, or municipal governmental board, department or agency, in the regular course of business, of any original record, document, paper or instrument in writing or in an electronic recordkeeping system, which is, or may be, required or authorized to be made, filed, or recorded with the board, department or agency shall in all cases and in all courts and places be admitted and received as evidence with a like force and effect as the original would be, whether the original record, document, paper, or instrument in writing or in an electronic recordkeeping system is in existence or not.
- B. Since December of 2003, the DeSoto County School District has utilized an imaging software application called OptiView. OptiView is developed and maintained by Advanced Processing and Imaging, Inc. OptiView allows for document imaging, document management, and document archiving.
 - 1. The DeSoto County School District, Student Records Department is currently scanning all non-active student's Category A records into OptiView.
 - 2. Starting June 2013 the DeSoto County School District will begin scanning active 6-8th grade student cumulative records.
 - 3. The DeSoto County High School is currently scanning all active and inactive student cumulative records.

XIV. Destruction of Student Records

- A. A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the FL Department of State, Division of Library and Information Services, section 257.36(6), F.S.
1. Prior to student educational records being destroyed or otherwise disposed of, the Desoto County School District must ensure that all retention requirements have been satisfied. For each record series being disposed of, the Desoto County School District will make sure all student educational records are identified and will document the following:
 - Records retention schedule number
 - Item number
 - Record series title
 - Inclusive dates of the records
 - Volume in cubic feet for paper records
 - Disposition action and date
 2. The Desoto County School District is not required to document the disposition of records with retention of “Retain until obsolete, superseded or administrative value is lost”.
- B. If a record is destroyed in error, write an explanation of the incident and place it in the cumulative file. Send a copy of the explanation to the Student Records Department to be filed in the Destruction of Documents annual file.
- C. Knowingly violating the public records laws by either destruction or disclosure is a crime. It is a First Degree Misdemeanor. It is punishable by up to a \$500 fine, up to one year in prison, suspension, termination, or impeachment.
- D. Student Cumulative Records
1. No student records may be mutilated, destroyed, sold, loaned or otherwise disposed of without the approval of the Record Management Liaison Officer (RMLO).
 2. Category A records are permanent. These records will be scanned and destroyed by the RMLO. Category B records may be destroyed 5 years after the student has withdrawn or graduated from the Desoto County School District.
 3. The request for destruction of any information from a student cumulative record will be made through the office of the RMLO, located at the Student Records Department. The RMLO will compile a list of records that are disposed of each year to include the schedule number, item number, record series title, inclusive dates and volume in cubic feet. This list is kept locally at the Student Records Department. This list is considered a permanent record and may never be destroyed.
- E. Discipline Records
1. Major Offense Records including SESIR Incidents, Expulsions and Suspensions:

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.

RETENTION:

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

2. Minor Offense Records including District Defined Incidents:

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.

RETENTION:

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

F. Attendance Records

1. This record series consists of records showing attendance of students 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.

RETENTION:

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

G. Exceptional Student Education Records

1. This record series consists of a wide variety of information on an individual student tested for or enrolled in an Exceptional Student 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.

RETENTION:

- a. Record copy. 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. Duplicate. Retain until obsolete, superseded or administrative value is lost.

XV. Auditable FTE and Student Enrollment Records

- A. Florida State Board of Education Administrative Rules 6A-1.0413 - The Desoto County School District must maintain documentation adequate to support the full-time equivalent student membership of the district. Such documentation shall include, but is not limited to, all student membership survey forms, all student attendance records, and all student schedule records. These records shall be maintained in auditable condition, shall be made available to the Department of Education for auditing, and shall be kept for a period of three (3) years or until the completion of audit by the Department, whichever period is longer.
- B. Florida Statute 1010.305(1) - The Auditor General shall periodically examine the records of the Desoto County School District, and other agencies as appropriate, to determine compliance with law and State Board of Education rules relating to the classification, assignment, and verification of full-time equivalent student enrollment and student transportation reported under the Florida Education Finance Program.

XVI. Monitoring Compliance

- A. The Student Records Department will monitor schools to determine if the schools are in compliance with School Board Policies and Procedures on student educational records which are included in this manual.

The Student Records Department will:

1. Periodically check selected schools for
 - a. Locked Record Room,
 - b. School Access List up-to-date and posted,
 - c. Review list of transfer cumulative folders, and
 - d. Review selected student cumulative folders for access logs.
2. Hold meetings with school record clerks.
3. Send out quarterly FERPA Bulletin to school record clerks.