

**Records Management System.** The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

**Digital Records.** Uplift Education (“District”) has adopted a digital records management policy which designates and deems digitized school records as the Source Documents and not Documents of Convenience. This policy applies to records that have been digitized as well as to those converted after the date the policy was adopted.

The District has adopted Schedules GR (Records Common to All Governments) and SD (Records of Public School Districts) as the control schedules for District records, as such schedules now exist or as hereafter amended.

**Cumulative Record.** A cumulative record shall be maintained for each student from entrance into the District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school within the District and shall be maintained at the school where currently enrolled until graduation or withdrawal. Records for non-enrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent.

**Custodian of Records.** The school director is custodian of all records for currently enrolled students and for students for two years following graduation or from the date of withdrawal if the student has withdrawn. The school director may designate a records custodian at the campus level for maintaining the records. The Superintendent (or designee) is the custodian of records in all subsequent years. The District website, made available to all students and parents, shall contain a listing of the addresses of all District schools, as well as the business address for the Superintendent.

**Types of Education Records.** The records custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth;
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student’s testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the District.
  - b. The findings of screening or health appraisal programs the District conducts or provides.
  - c. Immunization records.
6. Attendance records.

7. Student questionnaires.
8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other Districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

**Access by Parents.** The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, director's, or counselor's office, or other restricted area designated by the records custodian.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge. Records shall be provided within a reasonable time as allowed by law.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education.

**Access by School Officials.** A school official shall be allowed access to student records *if he or she has a legitimate educational interest in the records*:

For the purposes of this policy, "school officials" shall include:

1. An employee, Governing Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer (if any), and any outside provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students
4. 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.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" to a student's records when he or she is

1. Working with the student;

2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

The scope of access to student records will be determined by the role of the school official and only to those records relevant to the official's interest.

**Transcripts and Transfers of Records.** The District may request transcripts from previously attended schools for students transferring or enrolling into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the time line provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. The District may return an education record to the school identified as the source of the record.

**Records Responsibility for Students in Special Education.** The Director of Special Education or designee shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the office of the Director of Special Education or his/her designee. (See records and confidentiality procedure for special education – Uplift Education.)

**Parent's Right to Request Amendment of Records; Procedure to Amend Records.** Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 district business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

**Directory Information.** The District has designated the following categories of information as directory information: student's name, address, date of birth, grade level, photograph, dates of attendance, participation in recognized activities and sports, and weight and height of members of athletic teams.

The District shall only release directory information (1) to military recruiters and institutions of higher education, as required by law, and (2) for limited school/District-sponsored purposes. For third-party requesters, directory information shall include student's name only.

“Limited school/District-sponsored purposes” is defined to include all official District and campus publications, including yearbooks, newsletters, directories, graduation-related documents, as well as announcements related to school/District activities, honors, and awards.

During the online enrollment process, parents and guardians will have the opportunity to designate whether they give permission for disclosure of directory. Additionally, parents may notify the school in writing at any time if they wish to opt out of directory information.