



## PRESS ADVISORY

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# Statement regarding the handling of school records

**KANSAS CITY, MO.** – Recent news stories have raised some concern about the handling of student records within Kansas City Public Schools. These concerns are unfounded. We take very seriously our obligation to protect the privacy of our students and families. It is important that our current and former students and their families understand the diligent steps we take to protect their confidential information.

KCPS stores student records according to the requirements laid out in the state of Missouri's Public School Records Retention Schedule. In line with this schedule, student cumulative grade cards are kept for 75 years, admission applications are kept until the student is 31 years old, and discipline reports are kept until the student is 23 years old. These records are kept at the student's school for as long as he/she is actively enrolled. When the student is no longer actively enrolled, these records are stored at the KCPS Central Office. After five years, the cumulative grade cards are transferred to microfiche for long-term storage by the vendor, Casey Associates.

Cumulative grade cards and other similar records have not been and are not being stored at the Bingham site or other closed-school sites. The records that were being securely stored at these sites include some program applications, office referrals and purchase orders that are not required to be retained. A trusted document-shredding company is destroying those records.

KCPS has fulfilled and continues to fulfill faithfully its duty under federal and state laws and regulations to serve as a custodian of student records. We are doing everything necessary to protect and manage documents that contain sensitive information. That includes ensuring that all of our storage locations continue to be secure. It is important to reiterate that the documents cited in the recent new stories about the Bingham site were stolen from a secure location. Unauthorized possession of these types of documents constitutes receipt of stolen property. In order to protect the privacy of our students and families, we will pursue every appropriate legal action against all individuals involved in this type of illegal activity.

*Kansas City Public Schools is dedicated to graduating students that are college, career, and workforce ready. This mission is supported by innovative classroom instruction, engaging programs, highly qualified employees, and an engaged and well-informed community. To learn more about the ways our community of schools supports students and the community-at-large, please visit [www.kcpublicschools.org](http://www.kcpublicschools.org), [KCMOSchools on Facebook](#), or [KCMOSchools on Twitter](#).*

**For more information, please contact Executive Director of Student Support & Community Services Dr. Tonia Gilbert at (816) 418-7406 or Public Relations & Marketing Manager Ray Weikal at (816) 418-7414.**

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