

STUDENT RECORDS

FL
(REGULATION)

ACCESS TO STUDENT TESTS

Students shall have the right to access their tests. All tests given shall be graded and returned within ten school days of the date given.

Upon request, students shall have all graded tests (including questions) returned for their personal records. Exceptions may include: final examinations, summative tests, semester examinations, and locally administered assessments. Such tests may be reviewed with the teacher at the parent's discretion.

COPIES OF EDUCATIONAL RECORDS

The first copy of an educational record is provided at no charge to the parent. Additional copies may be obtained in accordance with the fees established in Board policy GBA. In the case of divorced or separated parents, it is the parents' responsibility to share information contained in educational records; however, both parents may be given electronic access to view grades and school information through the Home Access Center.

RELEASE OF EDUCATIONAL RECORDS WITHOUT PARENTAL CONSENT

The District will release educational records without parent consent under limited circumstances. Individuals delegated responsibility for release of student records or who serve as the custodian of records for a campus will be familiar with the provisions in Board policy FL (LEGAL) and FL (LOCAL) regarding the exceptions to parental consent.

The District will forward, without parent consent, educational records to officials of other schools or school systems that have requested records and in which the student seeks or intends to enroll.

SUBPOENAED RECORDS

The principal or records liaison will forward a validly issued subpoena or court order requesting records to the Executive Assistant to the Superintendent upon receiving the document. Unless the court or issuing agency prohibits disclosure, the District will make a reasonable effort to notify the parent or student of the order or subpoena in advance of compliance.

DISCIPLINE RECORDS

Each year the campus administration will maintain a discipline file separate from the permanent records for each student. Discipline records will include the following:

1. A record of all instances of a student coming to the office for disciplinary reasons;
2. A record of all calls or conferences held with a parent(s) regarding a student's behavior; and
3. A record of the disciplinary action for each offense including the length of the assignment for suspensions, alternative education placements, and expulsions.

In addition to the discipline file, discipline records must be input into the computer system to accurately reflect PEIMS reportable offenses.

Discipline files do not follow students from one year to the next unless the student's assignment to an alternative education program or juvenile justice alternative education program extends into the next school year. Students

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begin each year with a “clean slate” in regard to discipline. However, hard copies of discipline records are maintained on the home campus according to the District’s records retention schedule. In addition, computerized discipline records are purged from the system at the end of each school year once the PEIMS data is extracted for reporting purposes.

NOTICES FROM
LOCAL LAW
ENFORCEMENT
AGENCIES

Information received by the District about a student, under Article 15.27, Code of Criminal Procedure, will be maintained separately from the student’s permanent academic file. The District will destroy all such information at the end of the school year in which the information was received.