

ADMINISTRATIVE REGULATION

No. 516

Board of Trustees Douglas County School District

STUDENTS

STUDENT RECORDS

I. Permanent Record:

A. Purposes of:

1. To keep a permanent record of each student who attends Douglas County Schools.
2. To keep a permanent record that will include the following information:
 - a) Schools of attendance.
 - b) Record of promotions and retentions.
 - c) Record of attendance.
 - d) Semester and/or yearly grade.

B. Specific Directions for Recording: (Should be completed by the office, printed or typed.)

1. Identification section data:
 - a) Print or type.
2. Grades and attendance data:
 - a) To be completed each semester for grades 6,7,8,9,10,11 and 12.
 - b) To be completed at the end of each year for grades K, 1, 2, 3, 4 and 5.
3. Entry/withdrawal, record of promotion and retention, and transfer information to be completed yearly.

C. Terminating Records:

1. Upon the student's senior high school graduation, the record will be stored at the high school for three years. At the end of that time, it will be transferred to the District for permanent storage.
2. Upon the student's transfer from Douglas County School District, the record will be kept and a copy forwarded with the cumulative record. The transfer request will be attached to the permanent record and maintained at the school site of last attendance for three years.
3. Upon the student's transfer to another Douglas County school, the record will be transferred with the cumulative record.

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4. At the end of the school year, all records will be brought up to date. If the student is entering another attendance unit, the principal will forward all records.

II. Cumulative Record:

A. A few of the specific purposes of the cumulative record are:

1. To aid teachers in becoming acquainted with students.
2. To assist teachers in gaining information about students that will enable teachers to adjust teaching approaches for the individual student.
3. To help teachers and counselors discover exceptional students.
4. To aid the counselor in establishing a counseling relationship with the student.
5. To aid the school when seeking developmental data in preparation of referrals for special purposes.
6. To help parents recall the educational experiences of their student and the trends of development.
7. To serve teachers and counselors as a basis for conferences with parents.

B. Specific Directions for Recording:

1. Identification data section:

a) Name on tab:

- (i) Print or use a large-print typewriter; last name first, then first name and middle initial.
- (ii) Record after the middle initial a consistent nickname (in pencil).
- (iii) If a student is called by his/her second name instead of his/her first, record the full middle name and underscore it.
- (iv) A student must be enrolled in a school under his/her name as it appears on his/her birth certificate. Parents must furnish a court order authorizing a change of name.

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b) Student information:

- (i) The student's legal name may be different from the name he/she uses at the present time. The records at previously attended schools may be different from the name he or she now uses. In order to collect all past records, this name will be needed.
- (ii) Actual address may be different from mailing address. We need both. This area should be as complete as possible, preferably completed in pencil because it may change.

c) Family Data:

- (i) Actual address may be different from mailing address. We need both. This area should be as complete as possible, preferably completed in pencil because it may change.
- (ii) If the parents are living together, it is not necessary to record an address for the mother.

d) Siblings:

- (i) Oldest sibling will be recorded on the top line with the next oldest following in sequence. Do not enter the name of the student whose record is involved.

e) Student Lives With:

- (i) The appropriate box should be checked identifying who the student lives with (father, mother, stepfather, stepmother, foster parents, guardian).

f) Other Significant Family Data:

- (i) Enter significant family information that would affect the student's home life and developmental experiences.
- (ii) Examples of information to be located here would be deaths, divorces, separations, adoptions, foster home or institutional periods, etc.

g) School Progress:

- (i) Original entry date refers to the first day of school in Douglas County School District.

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- (ii) Grade level is to be circled each year to indicate current assignment.
 - (iii) Retained/bypassed grade refers to the grade level in which a student was retained, or grade level which student bypassed (double promotion). In either case, cross out the action not taken. If a student was admitted early to kindergarten or was given a double promotion, indicate that action here.
 - (iv) Type and location of special report refers to medical, psychological, psychiatric, welfare, judicial, speech, special education, Title 1, A/T, MGM, and other professional reports that are included within a student's record and which may be kept in a location other than the cumulative record.
 - (v) Name and address of previous school attended.
- h) Significant Health Problems:
- (i) Parents should list any and all problems that the teacher/school would need to know (epilepsy, nose bleeds, fainting spells, poor vision, etc.).
- C. General Information About the Cumulative Record:
1. Location:
 - a) Cumulative records are to be placed in an area designated by the principal.
 2. Terminating the Record:
 - a) Upon the student's senior high school graduation, the record will be stored at the District level for seven years after the graduation date. At this juncture, the record will be destroyed.
 - b) Upon the student leaving the Douglas County School District, the record will be forwarded upon request to the school in which the student plans to be enrolled. The written request for transfer will be kept and attached to the permanent record.
 - c) Upon the student's transfer to another Douglas County school, the record becomes a "transfer" record and is forwarded directly to the receiving school.

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d) At the end of the school year, all records are brought up to date. If the student is entering another attendance unit, the principal shall cause the records to be delivered to the receiving school.

3. Protection Against Loss:

a) Cumulative record folders are not to be taken from the buildings or sent around by student messengers. The loss of a cumulative record not only causes the loss of irreplaceable materials but could be highly embarrassing to the student and the school. The records should be checked each semester to be sure there is one for each student.

III. Nurses Records:

A. Purposes of:

1. To keep track of required immunizations.
2. To have emergency numbers available in order to notify parents should an emergency arise.
3. To record all visits and treatments given to the student.
4. To keep track of required medical screenings.
5. To allow the school to provide emergency medical service.
6. To record special instructions, previous major illnesses, and physical restrictions.

B. Location:

1. The emergency health card will be kept in the nurse's office.

C. Updating:

1. Each year, parents will be requested to furnish up-to-date emergency information. This information will be used to update the nurse's records and then be placed in the student's cumulative file.

D. Terminating the Record:

1. Upon the student's senior high school graduation, the record will be placed in the cumulative folder.
2. Upon the student's transfer from Douglas County School District, the record will be placed in the cumulative file and forwarded to the requesting enrolling school.

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3. Upon the student's transfer to another school in Douglas County, the record will be forwarded with the cumulative record.

IV. Achievement Test Section:

- A. Each school year, or as often as possible, a photograph of the student should be attached to the appropriate square.
- B. Achievement test results should also be recorded or the sticker label attached. If the results are hand recorded, they should also be dated. This area can also be used for other significant tests.

V. Growth and Development Section:

- A. Teachers, counselors, and administrators should record appropriate statements concerning the student's school progress and behavior. Substantiated, factual data can be useful to all who might work with the student. However, opinions are questionable and tenuous at best. Efforts should be made to describe the student's behavior without using labels. Remarks can be useful in showing a trend as well as helping parents and teachers alike recall past educational experiences. All comments should be dated.

VI. Review of Student Records:

- A. This section should be completed each time the record is reviewed as required by the Family Educational Rights and Privacy Act of 1974. Individuals listed on the access list are not required to sign the Record of Review form. Principals and other District employees responsible for student records management activities may require individuals on the access list to sign the Record of Review.

VII. Statewide Management of Automated Record Transfer Plan (SMART Plan):

- A. Upon implementation of the SMART Plan, the District will follow the appropriate procedures for creation, storage, retrieval, and destruction of electronic educational records.

See Policy related to this Administrative Regulation
See also: Administrative Regulations 516(a), 516(b)

Date Adopted: 3/81
Date Revised: 5/82
Date Revised: 4/89
Date Revised: 5/98