Tri-County Career Center
Student Coursework, Testing and Records Access Procedure

Student Coursework, Testing and Records Access Procedure

Specific Operational Tasks

Tri-County Follows the School Board Policy on Data and Records Retention (EHA). The District Student Records Policy is in compliance with the Family Education Rights and Privacy Act, Protection of Pupil Rights, IDEA, Elementary and Secondary Act, Section 504 Act of 1973, and the Americans with Disabilities Act. Student records are kept confidential in accordance to the law but readily available to appropriate district personnel who need the records to affectively serve the district's students.

Step by Step Instructions

The school superintendent or designee provides the proper administration of student records in accordance with the law, develops appropriate procedures for maintaining student records and standardized procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and director have developed a student records system that includes protocols for releasing student education records. The director is responsible for maintaining and protecting the student education records. The superintendent or designee will arrange so that all district employees are trained annually on the confidentiality of students education records, as applicable for each employee classification. Each student has a folder with student record information located in the Adult office in a fireproof cabinet. The record includes coursework, testing, and academic records. After the student graduates the files are then scanned for preservation. Paper copies are maintained in storage. Our digital storage is backed up daily in multiple locations.

We have electronic records in GradPro. The main office staff have full access to GradPro. Access is only granted to individuals who need certain information on that student.

Financial records are kept in the Adult Education office in a locked cabinet. The only individuals who have access to these records are the Director, Operations Manager, Student Service Coordinator, and the student, upon request.

Written Forms and Reports

Student reports can be printed from GradPro. We are transitioning to Infinite Campus for grades and attendance. These reports can be per the student's request.

Tri-County Career Center
Student Coursework, Testing and Records Access Procedure

Reference Location or Policy

The center also has a records retention policy for employment records and files.

Board Policy:

Plan will be reviewed annually by the Director

Created 3.04.2017
Revised 4.12.23