

EDUCATION RECORDS – TYPES & LOCATIONS

Pursuant to Florida Administrative Code (FAC) 6A-1.0955 (8)(e), “Each school board shall adopt a policy for educational records which must include...a listing of the various types and locations of education records maintained by the educational agency or institution and the titles and addresses of the officials responsible for those records.” It is referenced in School Board Policy 1480, *Student Records: Confidentiality and Family Educational Rights*, Section IV(K), Review of Education Records, and also available at browardschools.com/privacyinformation. Both the FAC and our policy align with the Family Educational Rights and Privacy Act (FERPA), 34 CFR 99.10, which states, “a parent or eligible student must be given the opportunity to inspect and review the student's education records” (with certain exceptions listed in 99.12).

Type	Title of Records Custodian	Address / Location of Records
Before & After School Child Care Program records	Director, Before and After School Child Care <ul style="list-style-type: none"> • 754-321-3330 	Rock Island Professional Development Center 2301 NW 26th Street, Fort Lauderdale, FL 33311
Child Abuse records (SBBC form)	Supervisor, The Foster Care and Prevention Services Program (includes Child Abuse and Neglect Prevention Services) <ul style="list-style-type: none"> • 754-321-1569 	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 th Court Ft. Lauderdale, FL 33311
CUM folder	School Principal or designee Asst. Director (or) Supervisor, Records Retention, Information and Technology Department <ul style="list-style-type: none"> • 754-321-3154 	At each school’s administrative office.
Discipline records: Expulsion	Assistant Director of Expulsion, School Culture and Student Support, <ul style="list-style-type: none"> • 754-321-1670 	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 th Court Ft. Lauderdale, FL 33311

Type	Title of Records Custodian	Address / Location of Records
Discipline records: Suspension	School Principal or designee Assistant Director, SESIR Management; School Culture & Student Support <ul style="list-style-type: none"> • 754-321-1655 	At each school's administrative office.
Electronic records (FOCUS) - centralized, digital electronic copy. Categories include: <ul style="list-style-type: none"> • Demographics • Assignment History • Academic History • Attendance • Testing • Discipline • Exceptional Student Education (ESE) / Gifted • Psychological Reports • Behavioral Threat Management • School Social Work • Multi-tiered Systems of Support (MTSS) 	Director, Data Intelligence, Information and Technology Department <ul style="list-style-type: none"> • 754-321-0329 	TSSC Bldg. 7720 W. Oakland Park Blvd., Sunrise, FL 33351
English Language Learner (ELL) Plan and Folder	School Principal or designee Director, Bilingual / English for Speakers of Other Languages (ESOL) Department <ul style="list-style-type: none"> • 754-321-2590 	At each school's administrative office
Family Counseling records	Supervisor, Family Counseling Program, Mental Health Services <ul style="list-style-type: none"> • 754-321-1590 	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 th Court, Bldg. 1 Ft. Lauderdale, FL 33311

Type	Title of Records Custodian	Address / Location of Records
Free & Reduced Lunch (FRL) records	Program Coordinator, Meal Benefits, Food & Nutrition Department <ul style="list-style-type: none"> • 754-321-0250 	TSSC Bldg. 7720 W. Oakland Park Blvd., Sunrise, FL 33351
Health records	School Principal or designee Clinical Nursing Supervisor, Coordinated Student Health Services <ul style="list-style-type: none"> • 754-321-1575 	At each school's administrative office.
Individuals with Disabilities Education Act (IDEA)/Exceptional Student Education (ESE) records - considered part of the CUM folder Additionally, electronic ESE records are maintained in FOCUS	Local Education Agency (LEA) representative (Principal) Manager, Electronic Management System, ESE Support / Compliance <ul style="list-style-type: none"> • 754-321-3437 	At each school's administrative office (and) ESE and Support Services (Electronic Management System Manager) Arthur Ashe, Jr. Campus 1701 NW 23rd Ave, Suite 275, Ft. Lauderdale FL 33311
School Counseling records	Director, School Counseling <ul style="list-style-type: none"> • 754-321-1675 	At each school's administrative office.
School Psychology – Evaluation records	School Principal or designee Psychological Services Dept. <ul style="list-style-type: none"> • 754-321-3440 	At each school's administrative office (in FOCUS)
School Social Work records	Supervisor, School Social Work Services, Student Prevention and Wellness Initiatives <ul style="list-style-type: none"> • (754) 321-1618 	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 th Court Ft. Lauderdale, FL 33311

Type	Title of Records Custodian	Address / Location of Records
Section 504 / Americans with Disabilities Act (ADA) records	Section 504 Liaisons (in schools) ESE Support / Compliance • 754-321-3440	At each school's administrative office (in Frontline database)
Student Behavior records, including bullying	School Principal or designee Assistant Director, SESIR Management; School Culture & Student Support • 754-321-1655	At each school's administrative office.
Substance abuse treatment records	Supervisor, School Social Work services, Student Prevention and Wellness Initiatives • 754-321-1618	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 th Court Ft. Lauderdale, FL 33311
Threat Assessment records	School Principal or designee Director, Behavioral Threat Assessment • 754-321-3550	At each school's administrative office.
Transcripts (current students) i.e. Senior applying to college	Registrar Asst. Director (or) Supervisor, Records Retention, Information and Technology Department • 754-321-3154	At each school's administrative office.
Transcripts (former students, including graduates, withdrawn, adults, technical)	Asst. Director (or) Supervisor, Records Retention, Information and Technology Department • 754-321-3154	TSSC Bldg. 7720 W. Oakland Park Blvd., Sunrise, FL 33351

RECORDS **NOT** CONSIDERED EDUCATION RECORDS

Type	Title of Records Custodian	Address / Location of Records
Behavioral Health Partnership records*	SEDNET Project Manager, Region 10; ESE Support / Compliance <ul style="list-style-type: none"> • 754-321-3421 	Arthur Ashe, Jr. Campus 1701 N.W. 23 rd Avenue Ft. Lauderdale, FL 33311
Law Enforcement records*	Chief of Police, Broward County Schools Police <ul style="list-style-type: none"> • 754-321-0735 	TSSC Bldg. 7720 W. Oakland Park Blvd. Sunrise, FL 33351

*Records created and maintained outside of our District (i.e. by outside providers who are not contracted by SBBC) are not considered education records covered under FERPA. Likewise, records created by the District’s law enforcement department, Special Investigative Unit (SIU), solely for a law enforcement purpose and maintained by SIU, are not covered by FERPA. See SBBC Policy 1480, *Student Records: Confidentiality and Family Educational Rights*, Section II.B, for more information on types of records that are NOT considered education records, or contact the Privacy Officer at (754) 321-1914.