

Comprehensive System

The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

Cumulative Record

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where the student is currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission as required by law. [See CPC(LEGAL)]

Custodian of Records

The principal is custodian of all records for currently enrolled students. The Superintendent or designee is the custodian of records for students who have withdrawn or graduated. Those records can be accessed at the school site or at the administration office.

Types of Education Records

Student records at a minimum shall include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Withdrawal data, including student checkout sheets with leaver codes and documentation to support the codes assigned.
3. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
4. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
5. All documentation regarding a student's testing history and ~~any~~ accelerated instruction ~~received~~, including any ~~documentation of discussion or action by a grade placement committee or an accelerated learning committee convened~~ [education plan developed](#) for the student.
6. Health services records, including:
 - a. The results of any tuberculin tests required by the District.

- b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA(LEGAL)]
- c. Immunization records. [See FFAB(LEGAL)]
- 7. Printed documentation to support data submitted electronically to the Public Education Information Management System (PEIMS), as defined in the PEIMS Data Standards.
- 8. Attendance records.
- 9. Student questionnaires.
- 10. Records of teacher, school counselor, or administrative conferences with the student or pertaining to the student.
- 11. Verified reports of serious or recurrent behavior patterns.
- 12. Copies of correspondence with parents and others concerned with the student.
- 13. Records transferred from other districts in which the student was enrolled.
- 14. Records pertaining to participation in extracurricular activities.
- 15. Information relating to student participation in special programs.
- 16. Records of fees assessed and paid.
- 17. Records pertaining to student and parent complaints.
- 18. Other records that may contribute to an understanding of the student.

Principals must designate where each record is kept and the person responsible for its maintenance, as part of the school's record management plan that will be submitted to and maintained by the Federal and State Compliance Department.

Access by Parents

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in

the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to their child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

**Access by School
Officials**

A school official shall be allowed access to student records if the official has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer [as defined in CKE(LEGAL)], and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.
5. A person appointed to serve on a team to support the District's safe and supportive school program.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when the official is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

**Transcripts and
Transfers of Records**

The District shall request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District or campus shall promptly forward in accordance with the timeline provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), Required Documentation] The District may return an education record to the school identified as the source of the record.

**Records
Responsibility for
Students with
Disabilities**

The school principal shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students with disabilities.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the campus.

**Procedure to Amend
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ~~ten~~10 District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ~~ten~~10 District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a

summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

Directory Information

Directory information for District students has been classified into three separate categories:

1. Items for use only for school-sponsored purposes;
2. Items for use for nonschool-sponsored purposes; and
3. Items for all other purposes.

School-Sponsored Purposes

For the following school-sponsored purposes—all District publications and announcements—directory information shall include student name, electronic mail address, address, telephone listing, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous school attended by a student.

Nonschool-Sponsored Purposes

For the following nonschool-sponsored purposes:

1. Directory information of current and former students may be released upon request to publicly elected officials in Texas. Directory information released to publicly elected officials may include student name, electronic mail address, address, telephone listing, major field of study, participation in officially recognized activities and sports, dates of attendance, and the most recent previous school attended by a student.
2. Directory information of former students may be released upon request to alumni groups and student reunion committees. Directory information released to alumni groups and student reunion committees may include student name, electronic mail address, telephone listing, dates of attendance, and the most recent previous school attended by a student.

All Other Purposes

For all other purposes, directory information shall not be released.

Effective Date

~~This policy shall be effective as of the adoption date, August 26, 2022.~~