

CHAPTER 5.00 – STUDENTS

STUDENT RECORDS

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School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act (FERPA) and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

- I. Procedures on student records shall be approved by the School Board and contained in the *Registrar's Manual*. Included shall be provisions of both state and federal requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain non-emergency medical examinations.
- II. Parents and students shall be notified annually of their rights regarding education records.
- III. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.
- IV. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.
- V. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S. and FERPA.
- VI. District, upon receiving a written request for another school, public or private, within or out of State, shall transfer within three (3) school days the records of the student.
 - A. The records to be transferred shall include:
 1. Category A and B (including disciplinary records with respect to suspension and expulsion) records as defined by Rule 6A-1.0955 F.A.C.
 2. Verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services; and
 3. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.
- VII. Reporting of student database information shall comply with these safeguards.
 - A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;

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B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and,

C. Data shall be protected from unauthorized use at all times.

VIII. Social security numbers may be collected from students

A. To be used as student identification numbers as allowed by §1008.386, F.S. until the Department of Education has issued a student identification number;

B. To facilitate the processing of student scholarships, college admission and other applications; and

C. For other purposes when consent of the parent or adult student is granted.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**20 USC §1232g (34 CFR PART 98),
119.07(1), 1001.43, 1001.52, 1002.22,
1002.221, 1002.222, 1003.25, 1002.72, 1008.386, F.S.
PL 103-382 (34 CFR PART 99)**

STATE BOARD OF EDUCATION RULE(S):

6A-1.0955

HISTORY:

ADOPTED: 08/21/01

REVISION DATE(S): 10/21/03, 01/17/06, 11/19/07, 02/15/11, 10/06/15, 05/07/19

FORMERLY: 7.402

NOTES:

Refer To: Registrar Manual Student Records