



Berryhill Administrative Complex

# MEMO

**To:** School Board Members  
**From:** Sherry Smith *dd* / Mary Lou Darby *MLD*  
**Date:** October 1, 2014  
**CC:** Tim Wyrosdick, Bill Emerson  
**Subject:** *Student Records Handbook Revisions*

The following proposed revisions to the *Student Records Handbook* have been indicated due to receiving emails from school personnel and following policies as indicated in the *Family Educational Rights and Privacy Act (FERPA)*.

Pages are attached that pertain to the specific additions in the document. Additions are noted by being underlined.

Pages	Area of Document	Title/Content Summary
19	X. Transfer of Student Records	D. # 3. Data Processing (DP) made available to school personnel the SECURE StaffShare
20 - 21	X. Transfer of Student Records	F. #s 1 – 3. DP explains the ZFASTER-ST for making an electronic transfer of records
21	X. Transfer of Student Records	F. # 4. Caution to school personnel regarding sending records by regular email
26	XVI. Related Components of a Permanent Record	G. Registration Form approved 4/2014 to be used by all schools and form not to be purged
56 - 57	Appendix N.	Addition of the 2-page registration form

Should you have questions or concerns, please feel free to call Sherry Smith (983-5052) or Mary Lou Darby (983-5156).

***SCHOOL: If the seal is broken, the contents are not an official student record of Santa Rosa District Schools."***

- D. With the exception of Exceptional Student Education (ESE) records containing original signatures, the principal or designee shall transfer the original cumulative record in its entirety including all category "A" and category "B" information.**

- 1. When a student's cumulative record is sent out of county or to an in-county private school, the following ESE records should be copied from the red folder and sent to the receiving school:**

- Evaluation report for all programs (most recent & original)**
- Current Individual Education Plan (IEP)**

- 2. If a student is transferring to a school within the district, the principal will retain the most recent electronic transcript (hard copy) and the withdrawal form for that student. Student records should be sent within 10 days of a school's request. When students have been promoted to grade level requiring a change of school, all end-of-year reports, test results, and all other required cumulative folder information should be filed in the cumulative records before records are sent to the receiving school.**

- 3. When sensitive information needs to be shared between district personnel, for example, Florida Virtual School Transcripts, test scores, etc, use the SECURE StaffShare. Instructions for using are in the following link:**  
**\\dp33286\StaffShare\Introducing the MyStaffShare.docx**

- 4. If a student is transferring to a school outside the district, the principal will retain a copy of the following:**

- a) The most recent electronic transcript from elementary, middle, and high school, if appropriate**
- b) The contents of the entire red ESE folder**
- c) Florida Certificate of Immunization**
- d) Request for records**
- e) The withdrawal sheet if the student withdraws within the school year. This withdrawal sheet must include, but is not limited to the student's name, birth date, Social Security Number or Student Florida Identification Number, date of entry and withdrawal, grade averages, grading scale, total days absent, a notation of excused or unexcused absences, and identification of students who are in Exceptional Student Education (ESE), English Language Learner (ELL) Program, Title I, or in Intensive Reading or Math Instruction.**

- f) The previous five (5) years of Title I parent/guardian requests for the students' removal from the program
  - g) Home Language Survey (Maintain only one copy of the Home Language Survey that has the same date indicated on the Student Information System. This copy should be the one with the oldest date.)
5. If a school is aware a student is moving out-of-county after the second (primary school only), fifth or eighth grade year, the cumulative record should remain at the school. The Next Year's School indicator on the Gateway Student Information System would then be corrected to indicate the student is not transferring to the feeder pattern school. A W3A (withdrew out-of-district public school), W3B (withdrew out-of-state public school), or W04 (withdrew to non-public school) should be posted on the withdrawal screen. When the school receives a record request, the record is forwarded according to the procedures indicated on the preceding page.
  6. If a school was not given prior notification before sending records, and the Next Year's School indicator is the designated receiving school, this Next Year's School will place a DNE (Did Not Enter) on the withdrawal screen if the student does not enter. This school will also maintain the records. When a school receives a request for the records from out-of-county, the DNE is changed to a W3A, W3B, or W04, documentation is maintained at the school, and the record is sent to the receiving school.
- E. All disciplinary records including suspension or expulsion records shall be released upon a cumulative folder records' request from any private or public elementary or secondary institution for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis in the school. The Gateway Student Information System should be used to obtain this information.
- F. ELECTRONIC TRANSFERS (Procedures)
- For the electronic transfer of student records from other school districts within the State of Florida, the following procedures apply:
- ~~1. School personnel shall contact Data Processing for an official request to transfer the student's records. School personnel use the ZFASTER-ST report in the Student System on the ZReports menu to make an official request to transfer the student's records.~~
  - ~~2. Data Processing will post this request within the system, statewide. School personnel will receive an email upon receipt of the electronic transfer of the records.~~
  - ~~3. Upon receiving the electronic transfer of records, Data Processing will print and forward the records to the requesting school. Upon receipt of~~

the email, school personnel will print the transcript using the 2F print function in the Student System. After determining the transcript received is for the correct student, the information provided on the transcript can be automatically loaded to the student's local records via the load function on the 2F screen.

4. At no time can student records be sent out of county via regular email; this is considered a breach of confidentiality (note in-county exception in D-3 above).

#### **G. APPLICABILITY TO RECORDS OF DEFUNCT INSTITUTIONS**

The provisions of this section also apply to student records that any nonpublic educational institution that is no longer operating has deposited with the district school superintendent in the county where the nonpublic educational institution was located.

### **XI. RELEASE TO THIRD PARTY**

When disclosing information from public school education records, the school should inform the receiving party that the information may not be further disclosed and may use the information only for the purposes for which the disclosure was made (See Appendix M, Authorization for Release of Information). Exceptions to this include:

- A. Disclosure to the parent, guardian, eligible student, or parent/guardian of dependent students as defined by the Internal Revenue Code
- B. Receiving party discloses information on behalf of the educational, agency, or institution and meets the criteria for disclosure without prior consent (See section VII, paragraph D, 1 – 15) and has appropriately recorded the disclosure
- C. Directory information
- D. Court order or subpoena

### **XII. RESPONDING TO A SUBPOENA OR COURT ORDER**

The principal or designee is responsible for responding to a subpoena or court order. If the subpoena is non-specific in its request (i.e., does not specify which records are being subpoenaed) then the following shall be provided: the student's health record, attendance record, transcript of grades. If the subpoena is specific, only provide requested records. In cases where information is developed or summarized from any of the contents of a student's educational record, a copy of that information and a statement of the purpose for which it was intended must be included in the cumulative folder. The following procedures should be used when responding to court orders as well as subpoenas:

1. Record of standardized test scores or other screening instruments used to determine program placement or dismissal
2. Documentation of Notification of Participation Letter for Title I
3. Parental request or permission to remove a student from the Title I program. This parent/guardian request becomes invalid at the end of the school year and another one is obtained for each ensuing year.

**F. SECTION 504 PLAN**

Students needing specific class accommodations (with the exception of ESE students), should have a 504 Plan. The most current Section 504 Plan and the parent/guardian notification of Section 504 eligibility shall be maintained in the student's permanent educational record. Students who have 504 Plans will have the appropriate indicator posted on the Gateway Student Information System.

**G. REGISTRATION FORM**

See XXI Appendix item N. for Santa Rosa District Schools' approved registration form, Revised April 2014. This form should not be purged at any point in the student's school career.

**XVII. STUDENT SURVEYS**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. Section 1232h; 34 CFR Part 98) is a federal law that affords definite rights to parents of minor students in relation to surveys that ask questions of a personal nature. The *No Child Left Behind Act of 2001* (NCLB) includes a significant amendment to PPRA that gives parents rights relating to the surveying of minor students and the collection of information from students for marketing purposes.

**A. U.S. Department of Education Surveys**

PPRA provides that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with a U.S. Department of Education (ED) funded survey, analysis, or evaluation in which their children will participate. Schools and contractors must also obtain prior written parental consent by sending policy statements including specific or approximate dates during the school year when any such survey will be administered (See Appendix D: Sample Notification of Parents Regarding Student Surveys) before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent
2. mental and psychological problems of the student or the student's family
3. sexual behavior or attitudes
4. illegal, anti-social, self-incriminating, or demeaning behavior



SANTA ROSA DISTRICT SCHOOLS  
REGISTRATION FORM

For Office Use Only	
Grade: _____	Teacher: _____
Date of Entry: _____	
FL Student ID # _____	
Records requested (Date): _____	

62-02-01A  
Rev. 04/14

Social Security # (optional) \_\_\_\_\_ Student's Current Grade Level \_\_\_\_\_

Student's Legal Name \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Sex: ☐ Male ☐ Female First Date of Entry into a U.S. School \_\_\_\_\_  
(Month) (Day) (Year)

**PROOF OF RESIDENCY IS MANDATORY.** (For example: water bill, power bill, etc.)

Mailing Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Primary Residential Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Email Address \_\_\_\_\_

Home Phone # \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Mother's Place of Employment \_\_\_\_\_ Work Phone # \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Father's Place of Employment \_\_\_\_\_ Work Phone # \_\_\_\_\_

Guardian's Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Guardian's Place of Employment \_\_\_\_\_ Work Phone # \_\_\_\_\_

Student Lives With: ☐ Both Parents ☐ Mother ☐ Father ☐ Guardian  
☐ Mother and Stepfather ☐ Father and Stepmother ☐ Foster Parents

Special Considerations: (Custody, Pick-up, Legal Restrictions-Copy of most current documentation required.)

What is the consideration? \_\_\_\_\_

Siblings in Santa Rosa schools: Names and Grades \_\_\_\_\_

Names and Grades \_\_\_\_\_

Has student attended Pre-K? ☐ Yes ☐ No If yes, please check: ☐ Private ☐ Headstart ☐ Other

Has student ever been retained? ☐ Yes ☐ No If yes, what grade (s)? \_\_\_\_\_

Has student ever attended a Florida school? ☐ Yes ☐ No If yes, where? \_\_\_\_\_

Was your student enrolled in IB/Advanced classes at his/her previous school? ☐ Yes ☐ No

Name of LAST SCHOOL attended: \_\_\_\_\_  
(School Name) (County) (School Phone #)

(Street) (City) (State) (Zip) (School Fax #)

Permission is granted for the student to be videotaped/photographed for viewing or publication inside and outside of the district for the duration of the student's time in Santa Rosa County Schools. This also includes newspaper and television activities. ☐ Yes ☐ No

Is this student currently enrolled in any of the following programs? If so, check appropriate boxes below:

- |   |  |  |                                      |
|---|--|--|--------------------------------------|
| <input type="checkbox"/> Educable Mentally Handicapped  | <input type="checkbox"/> Visually Impaired               | <input type="checkbox"/> Speech Impaired     | <input type="checkbox"/> Gifted      |
| <input type="checkbox"/> Specific Learning Disabled     | <input type="checkbox"/> Language Impaired               | <input type="checkbox"/> Physically Impaired | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Emotionally Handicapped        | <input type="checkbox"/> Hearing Impaired                | <input type="checkbox"/> Autistic            |                                      |
| <input type="checkbox"/> Trainable Mentally Handicapped | <input type="checkbox"/> Profoundly Mentally Handicapped |  |                                      |

If so, do you have a copy of the most current Individual Educational Plan (IEP)? ☐ Yes ☐ No

Does the student have a current 504 Plan? ☐ Yes ☐ No County written Health Care Plan? ☐ Yes ☐ No

#### Information gathered pursuant to Florida Statute 1006.07 Duties to School Safety and Discipline

Has this student ever been expelled? ☐ Yes ☐ No

Has this student ever been arrested and charged by the court or are they currently facing charges? ☐ Yes ☐ No

Is this student returning to public school directly from a Juvenile Justice Program? ☐ Yes ☐ No

**A "Yes" answer to any of the above items requires completion of a full disclosure statement**

#### Home Language Survey

1. Is a language other than English used in the home? Language? \_\_\_\_\_ ☐ Yes ☐ No

2. Does the student have a first language other than English? ☐ Yes ☐ No

3. Does the student most frequently speak a language other than English? ☐ Yes ☐ No

4. What is the predominant language spoken in the home by the parent(s)/guardian? \_\_\_\_\_

The term immigrant children and youth means individuals who are ages 3 through 21; and were not born in any State, the District of Columbia or Puerto Rico; and have not been attending one or more schools in any one or more States for more than 3 full academic years.

**When a parent or guardian cannot be reached, please contact one of the persons listed below for emergency pick up:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

1. Is your child Hispanic or Latino? (*Please, circle only "Yes" OR "No" for question one.*)

Yes	Yes, my child is Hispanic or Latino -- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
No	No, my child is not Hispanic or Latino

2. What is your child's race? (*Please, circle "Yes" or "No" for each of the five responses.*)

Yes	No	White -- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
Yes	No	Black or African American -- A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American"
Yes	No	American Indian or Alaska Native -- A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
Yes	No	Asian -- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
Yes	No	Native Hawaiian or Other Pacific Islander -- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Florida Statute 837.06: Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

By my signature below, I attest that all information on this form is true to the best of my knowledge.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_