

CHAPTER 5.00: STUDENTS

STUDENT RECORDS

5.70\*+

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), also known as the Buckley Amendment – U.S. Codes (20 USC 1232g), Code of Federal Regulations (CPR) for Title 34; part 99. 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 [Student Records Handbook](#). The provisions of the Family Educational Rights and Privacy Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations shall be included in the procedures.
- II. Parents and students shall be notified annually of their rights regarding education records.
  - A. Directory information may be released in accordance with the Santa Rosa County School District Code of Student Conduct.
  - B. Digital images of child's name, individual student picture/video image, and/or creative work(s) may be posted on school or district websites in accordance with the student's signed Acceptable Use Policy (AUP).
- III. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.
- IV. A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.
- V. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S.
- VI. Reporting of information in any student database 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;
  - B. Data shall not be stored in a single file or released in such a manner that

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a complete student profile can be reported unless specified by Florida Statutes; and,

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

VII. 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 scholarship, 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:** 119.07(1), 119.071, 1001.43, 1001.52,  
1002.221, 1002.22, 1002.222, 1003.25, 1008.386, F.S.  
20 USC § 1232g (34 CFR PART 99)  
P.L. 103-382 (34 CFR PART 99)

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0955

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