

STUDENT RECORDS HANDBOOK



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INTRODUCTION

~~Accurate record keeping is essential to effective school and classroom management. In order to To facilitate learning, it is critical to accurately record and properly maintain information on students throughout their school years.~~

The purpose of the Student Records Handbook is to provide a detailed framework for the development and maintenance of student educational records. Recognizing the legal and professional responsibilities of district and school personnel, implementation of these guidelines should ensure the accuracy and confidentiality of record management while granting access to information for legitimate purposes.

Laws that direct the record keeping efforts in Santa Rosa District Schools are the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g and 34 CFR Part 99, Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA) CFR parts 160, 162, and 164, Title XLVIII K-20 Florida Education Code, Chapter 1002, and Section 1002.22 (Formerly 228.093), Florida Statutes (F.S.). Additional references regarding the maintenance of student records are included in Rule 6A-1.0955, Florida Administrative Code (F.A.C.), the Rule of the Florida State Board of Education that amplifies Florida Statutes. The intent of the Legislature is that students and their parents or guardians shall have rights of access, rights of challenge, and rights of privacy with respect to such records and reports, and that rules shall be available for the exercise of these rights.

The procedures outlined within this handbook were developed after a thorough review of the legal, moral, and professional responsibilities of those charged with maintaining educational records. Careful adherence to these established procedures is mandatory ~~in order~~ to guarantee the basic rights afforded to every student and their parents or guardians with respect to pupil and student records and reports as created, maintained, and used by public educational institutions.

DEFINITIONS

Included in FERPA 34 CFR Part 99 or Florida Statute 1002.22 (formerly 228.093) are the following definitions:

- A. "School Official" shall mean a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); a parent or student serving on an official committee such as disciplinary or grievance committee or assisting another school official in performing his or her tasks."
- B. "State Auditor" is a party under any branch of government with authority and responsibility under state law for conducting audits.
- C. "Student" shall mean any child or adult who is enrolled or who has been enrolled in any instructional program or activity conducted under the authority and direction of an institution comprising a part of the state system of public education and with respect to whom an educational institution maintains educational records and reports or personally identifiable information, but does not include a person who has not been in attendance as an enrollee at such institution.
- D. "Child" shall mean any person who has not reached the age of eighteen (18).
- E. "Eligible Student" means a student who has reached 18 years of age and is in attendance in an institution of postsecondary education.
- F. "Parent" shall mean a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian (e.g., surrogate parent, foster parent).
- G. "Personally identifiable information" includes, but is not limited to:
 - 1. a student's name
 - 2. name of the student's parents' or guardians' names or other family members
 - 3. address of the student or student's family
 - 4. personal identifier, such as a Social Security number, **or** student number, biometric or indirect identifiers (e.g., date and place of birth, mother's maiden name)
 - 5. other information that, alone or in combination, linkable to a specific student that would allow a person to identify the student

6. information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates
- H. "Directory Information" includes the student's name, address, telephone number if it is a listed number, date and place of birth, grade, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
- I. "Attendance" includes but is not limited to attendance in person, or by paper correspondence, for the period during which a person is under a work-study program, as well as attendance by videoconference, satellite, Internet, or other electronic and telecommunication technologies for students who are not physically present in the classroom
- J. "Dates of Attendance" means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester, or a first quarter.
- K. "Biometric Record," as used in the definition of personally identifiable information, means a measure of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. Examples include fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.
- L. "Legitimate Educational Interest" refers to the right of certain school officials to access student information and records for the purpose of: (a) serving the students; (b) protecting the health, safety, and learning of this student and others; (c) maintaining the operations of the school district; (d) obtaining payment for educational programs and services; and (e) other purposes as specified by federal and state law.
- M. "Disclosure" means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
- N. "Education records and reports" shall mean any and all student-related official records, files, and data created, maintained, and used by public educational institutions, including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system for legitimate educational or research purposes. Materials shall be considered as part of student's record include, but are not limited to: identifying data, including a student's social security number; academic work completed; level of achievement records, including grades and standardized achievement test scores; attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and

observations; verified reports of serious or recurrent behavior patterns; and any other evidence, knowledge, or information recorded in any medium, including, but not limited to, handwriting, computer media, print, video or audio tapes, film, microfilm, and microfiche; and are maintained and used by an educational agency or institution or by a person acting for such agency or institution. However, the terms "records" and "reports" do not include these:

1. Records that relate to instructional, supervisory and administrative personnel and educational personnel ancillary to those persons, and that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a substitute for any of such persons. An example of records of this type is an instructor's grade books.
2. Records maintained by a law enforcement unit of the educational agency that were created by that law enforcement unit for the purpose of law enforcement.
3. Records that relate exclusively to a student in his or her capacity as an employee, made and maintained by the institution in the normal course of business, and that are not available for any other purpose.
4. Records on a student who is eighteen years of age or older, created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity, that are created, maintained, or used only in connection with the provision of treatment to the student and that are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.
5. Directory information as defined in this Handbook.
6. Other information, files, or data that do not permit the personal identification of a student.
7. Copies of the student's fingerprints. No public educational institution shall maintain any report or record relative to a student that includes a copy of the student's fingerprints.
8. Records that are created or received by the educational agency or institution after an individual is no longer a student in attendance and are not directly related to the individual's attendance as a student.
9. Peer graded papers that have not been collected and recorded by a teacher.

For the purpose of clarification, the following definitions will also be used.

A. "Types of Student Education Records"

1. Active record - Records of a student who is currently enrolled in a Santa Rosa District School. The records are located at the school where the student is enrolled. The principal is the custodian of records.
2. Inactive record - Records of a student who is no longer enrolled in a Santa Rosa District School. The student has graduated, transferred, or dropped out of a Santa Rosa District School. The records are located and remain at the last school attended.
3. Category "A"- permanent information: Verified information of educational importance that shall be retained permanently.
4. Category "B" - temporary information: Verified information of educational importance that is subject to periodic review and elimination, when the information is no longer useful.
5. Category "C" - temporary information: This is temporary information of short-term educational importance. It may be destroyed, according to established procedures, at the principal's discretion.

B. "Certified transcripts or permanent records" are copies of Category "A" information that bear the school seal and the signature of the appropriate school official. Electronic records transferred through the Florida Automated System for Transferring Educational Records (FASTER) system are certified records.

C. "Educational institution" refers to the institution as a whole, including all of its components (such as schools, school centers, or departments of a school district or university) and shall not be read to refer to one or more of these components separate from that agency or institution.

D. "Protected Health Information" means information held or disclosed by the covered entity in any form that:

1. identifies an individual; and
2. relates to the individual's health condition, the provision of health care to the individual, payment for provision of health care to the individual.

Note: Exceptions to definitions of FERPA- if the information falls within the FERPA definition of "education record" (20 U.S.C. 1232g), it will not be considered protected health information under HIPAA. However, if publicly funded schools or the district transmits personally identifiable student health information electronically to Medicaid or an insurance company for health services, they must comply with applicable requirements of the HIPAA Transaction Rule (See Appendix C: Public Notice to Parents, Guardians, and Eligible Students).

I. GENERAL

Department of Education Rule 6A-1.0955, Florida Statute 1002.22 (formerly 228.093), and Santa Rosa County School Board Policy require that the school principal or designee shall maintain and provide security for a student's educational record. The Superintendent of Schools or designee shall be responsible for maintaining and providing security for educational records of those students' records not under the supervision of a school principal. Educational records are maintained to facilitate the instruction, guidance, and educational progress of students. These records shall be kept current and be maintained throughout the district according to the designated organizational system (See Appendix ~~L~~ J. Cumulative Record Organizational Order).

II. CHANGES ON THE EDUCATIONAL RECORD

A student's permanent educational record may not be changed or altered in any manner except by authorization or direction of the school principal. Any change on the hard copy of the educational record shall be dated and initialed by the person making the change.

III. LEGAL NAME CHANGE

When a parent, guardian, or any other person seeks to enroll a student under a name other than the legal name, or seeks to change the name of a student already enrolled, the parent, guardian or other person shall be informed that the name of the student as recorded on the birth certificate or other supporting evidence, as provided by law, will be used on all official records until such time as a final court order verifying a legal change is received. When the school receives a certified copy of a legally binding document (court order, final judgment) that legally changes the name of a student, a copy should be placed in the child's permanent cumulative folder and entered electronically.

IV. EDUCATIONAL RECORDS CLASSIFICATION

A. Category "A": The following permanent information shall be maintained for each student in grades PreK - 12 and adult students, and must be retained permanently at the school last attended:

1. Student's full legal name and any known changes, such as by marriage or adoption
2. Authenticated birth date, place of birth, race, and sex
3. Last known address of student
4. Names of student's parent or guardian
5. Name and location of last school attended
6. Number of days present and absent

7. Date enrolled, date withdrawn
8. Courses taken and record of achievement (i.e. grades, credits, or graduation status).

B. Category "B":

This information of educational importance will be periodically reviewed by the principal or designee and eliminated when no longer useful or destroyed after the student graduates in accordance to *General Records Schedule GS7 for Public Schools* with the exception of Exceptional Student Education records (See Section X.C.3.e of this document, Transfer of Student Records, for records to be maintained). Category "B" information may include but is not limited to:

1. Health information (including Health Plans)
2. Family background data
3. District and/or state assessments
4. Educational and vocational plans
5. Personal attributes
6. Honors and activities
7. Work experience including employer ratings
8. Section 504 Plans
9. Reports of special services or exceptional student staffing committees including all information required by Florida Statute
10. Correspondence from community agencies or private professionals
11. List of schools attended
12. Written agreements of corrections, deletions, or expunctions as a result of meetings or hearings to amend educational records

C. Category "C":

This is temporary information of short-term educational importance. It may be destroyed, according to established procedures, at the principal's discretion. Information should be purged prior to the movement of records from elementary to middle school and from middle to high school. Category "C" information may include but is not limited to:

1. Student schoolwork (art work, math problems, answer sheets)
2. Notes from parents or guardians (absence excuses, tardy excuses)
3. Blank forms (forms that are completely blank, or have only the student's name filled in)
4. Duplicates (exact copies of documents in the same file): discards must be destroyed according to *General Records Schedule GS7 for Public Schools* or shredded at the school

NOTE: Any information not found on the lists of Category "A", "B", or "C" information should be assumed to be Category "C" information.

V. ACCESS TO EDUCATIONAL RECORD

Access to student records shall be limited to the school board, the superintendent or designee, the professional staff of the school, the parent or guardian and eligible student, a court of competent jurisdiction, and to such other persons as the parent, guardian, or eligible student may authorize in writing (See Appendix A: Record of Disclosure, Appendix B: Notice Defining School Officials, and Appendix J: I Special Power of Attorney [*in loco parentis*]).

- A. Classified employees may be designated by the principal for the purpose of doing clerical work in the maintaining of student records. Such persons shall receive in-service training concerning the confidentiality of student records and work under the supervision of a professional staff member.
- B. Schools may, without the consent of parents or guardians, provide access to school officials who have legitimate educational interest within the school district. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); a parent, guardian, or student serving on an official committee such as disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to access student information and records for the purpose of the following:

1. serving the student;

2. protecting the health, safety, and learning of this student;
3. maintaining the operations of the school district;
4. obtaining payment for educational programs and services; and
5. other purposes as specified in federal and state law.

Schools are required to use reasonable methods to ensure that teachers and other school officials obtain access to only those educational records in which they have legitimate access.

C. In conjunction with an Individual Educational Plan (IEP) meeting, exceptional students who may need post-school services from any appropriate state agency shall be identified.

1. The identification shall be done prior to the student's anticipated final school year.
2. Written consent shall be obtained pursuant to Florida Statutes, prior to submitting the student's name and classification of exceptionality to agencies.

VI. DISSEMINATION OF INFORMATION

The dissemination of information from a student's educational record will be strictly controlled in accordance with Rule 6A-1.0955 F.A.C. and Section 1002.22 (formerly 228.093), F.S. Privacy rights of parents, guardians, or eligible students will be afforded according to the Privacy Act of 1974, PL 93-380, as amended.

VII. RIGHTS OF PARENTS, GUARDIAN, OR ELIGIBLE STUDENT (F.S. 1002.22 (formerly 228.093))

The parent or guardian of any student who attends or has attended any public school (including students enrolled in the Voluntary Pre-Kindergarten Education Program held by an early learning coalition, Agency for Workforce Innovation, or a Voluntary Pre-Kindergarten Education Program provider) , area technical center, or public postsecondary educational institution shall have the following rights with respect to any records or reports created, maintained, and used by any public educational institution in the state. However, whenever a student has attained eighteen (18) years of age, or is attending an institution of postsecondary education, the permission or consent required of, and the rights accorded to, the parents or guardian of the student shall thereafter be required of and accorded to the student only, unless the student is a dependent student of such parent or guardian as defined in Section 152 of the Internal Revenue Code of 1986.

A. RIGHT OF ACCESS

1. By dissemination of the Code of Student Conduct, each school shall annually notify eligible students and parents or guardian of their rights to review, inspect, or challenge student records as described in Rule 6A-1.0955 F.A.C. (See Appendix C: Public Notice to Parents, Guardians, and Eligible Students). This notice shall include the procedures to exercise this right. Whenever necessary and feasible, alternative methods of notice for informing eligible students, parents, or guardian unable to comprehend a written notice in English will be provided.
2. A parent, guardian, or eligible student shall have the right, upon request directed to the appropriate school official, to be provided with a list of the types of records and reports, directly related students, as maintained by the institution that the student attends or has attended.
3. Such parent, guardian, or eligible student shall have the right, upon request, to be shown any record or report relating to such student maintained by any public educational institution. The school may not destroy records if a request is pending. Upon a reasonable request, the institution shall furnish such parents, guardian, or eligible student with an explanation or interpretation of any such record or report.
4. When a parent, guardian, or eligible student requests the right to review or inspect the education records of the student, the school shall comply with the request as soon as possible but not later than thirty (30) calendar days of the request (State Board of Education Rules 6A - 1.0955 (6)(b), F.A.C.). Schools shall also comply to reasonable requests for explanations and interpretations of the record.
5. A representative of the eligible student, parent, or guardian may be afforded the opportunity to inspect and review the student's records (See Appendix A: Record of Disclosure). The surrogate parent has the same right to review educational records as parents. This includes all records regarding the student to which school administrators and teachers have access.
6. When the record or report includes information on more than one student, the parent, guardian, or eligible student shall be entitled to receive, or be informed of, only that part of the record or report that pertains to the student who is the subject of the request.
7. Copies of any list, record, or report requested under the provisions of F.S. 1002.22 shall be furnished to the parent, guardian, or eligible student upon request. Copies may be made by making a request to the **guidance Data Clerk (elementary) and School Counselor (middle/high)** office. Fees may be charged for furnishing any copies of reports or records requested, but such fees shall not exceed the actual cost to the institution of producing such copies. The fees are to be collected unless

imposing a fee effectively prevents a parent, guardian, or eligible student from exercising his or her right to inspect and review records:

- a) Schools shall collect fees, payable to Santa Rosa District Schools, issue a receipt, and forward the funds to the Finance Department, Santa Rosa District Schools.
 - b) Departments shall collect fees, payable to Santa Rosa District Schools, issue a receipt, and forward the funds to the Finance Department, Santa Rosa District Schools.
8. In case of legal separation or divorce, either parent may have access to a child's educational record unless an appropriate court order, state statute, or legally binding document specifically revokes these rights.
 9. A stepparent may exercise all record-access rights granted to a parent when the stepparent is present in the home on a day-to-day basis, together with the child and a natural parent, and the other parent is absent. In such cases, stepparents have the same rights as natural parents. Conversely, a stepparent who is not present on a day-to-day basis in the home of the child has no rights with respect to the child's records.

B. RIGHT OF WAIVER OF ACCESS TO CONFIDENTIAL LETTERS OR STATEMENTS

Each parent, guardian, or eligible student shall have the right to waive the right of access to letters or statements of recommendation or evaluation only if:

1. The parent, guardian, or eligible student is, upon request, notified of the names of all persons submitting confidential letters or statements; and
2. Such recommendations or evaluations are used solely for the purpose for which they were specifically intended.
3. Such waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from, any public agency or educational institution in Florida.
4. A waiver shall be in writing, on an established form, (See Appendix **G: F:** Waiver of the Right of Access) and signed by the parent, guardian, or eligible student. If the parent or guardian of a student executes a waiver, that waiver may be revoked at any time after the student becomes an eligible student.
5. A waiver may be revoked at any time if executed in writing to the principal. Principals or their designee shall obtain a waiver from the parent, guardian, or eligible student, in writing, prior to the disclosure of any confidential recommendations. A copy of the waiver executed by the

parent, guardian, or eligible student shall be attached and forwarded with all confidential recommendations.

C. RIGHT TO CHALLENGE AND HEARING

1. Parents, guardians, or eligible students shall have the an opportunity to identify in writing to the school the portion of any record or report to which such person is granted access under paragraph A., in order to ensure that the record or report is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained therein.
2. Any challenge arising under the above provisions may be settled through informal meetings or discussions between the parent, guardian, or eligible student and appropriate officials of the educational institution. If the parties at such a meeting agree to make corrections, to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties; and the appropriate school officials shall take the necessary actions to implement the agreement.
3. School authorities shall decide whether to amend the information in accordance within ten (10) school days from the receipt of the written request. Informal meetings as defined in Section 1002.22 (formerly 228.093), F.S., may be used. If there is agreement to change an educational record, the agreement must be in writing, signed, and dated by the parents, guardian, or eligible student and designated school officials. The agreement shall only indicate that the record has been corrected or expunged.
4. If the parties cannot reach an agreement, the school must inform the parents, guardian, or eligible student of their right to a hearing. Upon the request of either party, a hearing shall be held on such challenge under rules promulgated by the State Board of Education. Upon the request of the parents, guardian, or eligible student, the hearing shall be exempt from the requirements of F.S. 286.011. Such rules shall include at least the following provisions:
 - a) The hearing shall be conducted within thirty (30) calendar days following the request for the hearing.
 - b) The parents, guardian, or the eligible student shall be given notice of the date, place, and time, five (5) calendar days in advance of the hearing.

- c) The hearing shall be conducted, and the decision rendered by an official of the educational institution or other party who does not have a direct interest in the outcome of the hearing.
- d) The parents, guardian, or eligible student shall be afforded a full and fair opportunity to present evidence and may have assistance at their own expense by one or more individuals of his or her own choice, including an attorney.
- e) A decision shall be made in writing within ten (10) school days after the conclusion of the hearing with a copy sent by certified mail to the parents, guardian, or eligible student and a copy retained by the school system. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decisions.
- f) If, as a result of the hearing, the hearing officer decides the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the appropriate school officials shall take the necessary actions to implement the decision.
- g) If, as a result of the hearing, the hearing officer decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the hearing officer informs the parent, guardian, or eligible student of the right to place in the education records of the student a statement commenting upon the information and setting forth the reasons for disagreeing with said information. This statement must be maintained with the contested part of the record and disclosed whenever the corresponding part of the student record is released.

D. RIGHT OF PRIVACY

Every student shall have a right of privacy with respect to the educational records kept on him or her. In accordance with the provisions of F.S. 1008.386, a student is not required to provide his or her social security number as a condition for enrollment or graduation. Personally identifiable records or reports of a student, and any personal information contained therein, are confidential and exempt from the provisions of F.S. 119.07(1). No state or local educational agency, board, public school, technical center, or public postsecondary education institution shall permit the release of such records, reports, or information without the written consent of the parents, guardian, or eligible student to any individual, agency, or organization (See Appendix A: Record of Disclosure). The signed and dated consent must contain the reason for the release, the specific records to be released, and to whom the records are being released. However, personally identifiable records or reports of a student may be released to the following persons or organizations without the consent of the eligible student or the student's parent or guardian:

1. School officials, who have been determined to have legitimate educational interest in the information contained in the records (See Definitions section for defining "school officials" and "legitimate educational interest").
2. Contractors, consultants, volunteers, and other outside parties to whom an educational agency has outsourced institutional services or functions that it would otherwise use employees to perform (see Definition of "school official." The outside party must be under direct control of the agency and subject to the same conditions governing the use and disclosure of educational records, for example, persons or entities acting on behalf of a school, such as a school nurse who provides services under contract, are under the direct control of the school in the maintenance of student health records.
3. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or state or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable federal statutes and regulations of the United States Department of Education, or in applicable state statutes and rules of the State Board of Education.
4. Institutions in connection with a student's application for or receipt of financial aid, such as a college loan.
5. Individuals or organizations conducting studies for or on behalf of an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents or guardian by persons other than representatives of such organizations and if such information will be destroyed when no longer needed for the purpose of conducting such studies. A written agreement with the School Board is required to specify the purpose of the study.
6. Accrediting organizations, in order to carry out their accrediting functions.
7. School readiness coalitions and the Florida Partnership for School Readiness in order to carry out their assigned duties.
8. For use as evidence in student expulsion hearings conducted by a district school board pursuant to the provisions of Chapter 120, F.S. However, public records of the hearing may not contain any personally identifiable information on students who are the focus of the expulsion hearing.

9. Appropriate parties in connection with an emergency, if knowledge of the information in the student's educational record is necessary to protect the health or safety of the student or other individuals. At such times, records and information may be released to appropriate parties, such as law enforcement officials, public health officials, and trained medical personnel. This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records. Criteria for determining a health or safety emergency shall include, but are not limited to the following:
 - a) The seriousness of the threat to the health or safety of the student, adult, or other individuals;
 - b) The need for the information from the cumulative record to meet the emergency;
 - c) Whether the parties to whom the information is disclosed are in a position to deal with the emergency; and
 - d) The extent to which time is of the essence in dealing with the emergency.
10. Federal, state, and local authorities involved in an audit or evaluation of compliance with education program requirements; for example, the Auditor General and the Office of Program Policy Analysis and Government Accountability (OPPAGA) in connection with their official functions. However, except when the collection of personally identifiable information is specifically authorized by law, any data collected by the Auditor General and the OPPAGA is confidential and exempt from the provisions of F.S. 119.07(1) and shall be protected in such a way as will not permit the personal identification of students and their parents or guardian by other than the Auditor General, the OPPAGA and their staff, and such personally identifiable data shall be destroyed when no longer needed for the Auditor General's and the OPPAGA'S official use.
11. A court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student and the student's parents or guardian are notified of the order or subpoena in advance of releasing the records.
12. To comply with an *ex parte* court order obtained by the Attorney General (or designee) concerning offenses such as domestic terrorism.
13. Credit bureaus, in connection with an agreement for financial aid that the student has executed, provided that such information may be disclosed only to the extent necessary to enforce the terms or conditions of the financial aid agreement. The credit bureaus shall not release any information obtained pursuant to this paragraph to any person.

14. State or local officials in connection with serving the student under the juvenile justice system in accordance with an interagency agreement as required by Section 1002.22(3)(d)(13), F.S., or a cooperative agreement mandated by Section 1003.52, F.S. The disclosure must be related to the juvenile justice system's ability to "effectively serve" the student whose records are released. The disclosure must concern the juvenile justice system's ability to the student prior to adjudication. Also, the officials to whom the information is disclosed must certify, in writing, that the records will not be redisclosed to any other party except as provided by State Law.
15. A court, without court order or subpoena, if the district has initiated legal action against the parent/guardian/eligible student, or the parent/guardian/eligible student has initiated legal action against the district, and the information is relevant for the district to proceed with legal action as the plaintiff or the defendant.
16. Schools or institutions of postsecondary education in which a student seeks or intends to enroll, even after a student has already enrolled or transferred if the purpose is related to the student's enrollment or transfer
17. Parents of a dependent student as defined by the Internal Revenue Service's Code

VIII. DISCLOSURE OF DIRECTORY INFORMATION

Every parent, guardian, and student entitled to rights relating to student records and reports under the provisions of F.S. 1002.22 (formerly 228.093) shall be notified annually, in writing of such rights and that the institution has a policy of supporting the law; the types of information and data generally entered in the student records as maintained by the institution; and the procedures to be followed in order to exercise such rights (See Appendix C: Public Notice to Parents, Guardians, and Eligible Students, **Parent Consent for No/Limited Disclosure of Directory Information**). This notification of rights along with the notice that "directory information" may be released to the general public shall be posted in the Code of Student Conduct. However, no educational institution shall release to any individual, agency, or organization that is not listed in section VII., subparagraphs 1 - 15, directory information relating to the student body in general or a portion thereof unless it is normally published for the purpose of release to the public in general.

A. Directory information includes the following data about a student:

1. Name
2. Mailing Address; Electronic Mail Address
3. Telephone number, if listed

4. Participation in officially recognized activities and sports
 5. Weight and height, if an athletic team member
 6. Name of the most recent previous school or program attended
 7. Dates of attendance at schools in the District
 8. Degrees, honors, and awards received
 9. Date and place of birth
 10. Grade level
 11. Major field of study
 12. Photograph
 13. Enrollment status (e.g., undergraduate, full-time, or part-time)
- B. Information described in subsections A. 1, 4, 5, 6, 8, and 12 herein may be published routinely by the School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
- C. Directory information requested in writing by agencies identified in Florida Statutes may be released subsequent to written notification to the student's parent or legal guardian or a student who is eighteen (18) years or older.
- D. Directory information shall not be published when the student's parent or legal guardian submits written notification to the principal prior to the first day of September, or within ten (10) school days after the student enrolls (See Appendix ~~K~~: C: Parent Request for No/Limited Disclosure of Directory Information, for the appropriate form).
- E. List of students' names and addresses may be distributed by the school principal or designee without prior approval of the parent, guardian, or eligible student to public education institutions.
- F. Federal laws require schools to provide a military recruiter, on request, with three directory information categories-names, addresses, and telephone listings-unless parents have advised the school that they do not want their student's information disclosed without their prior written consent (See Appendix C: Public Notice to Parents, Guardians, and Eligible Students).

- G. Parents and students may not use their right to opt out of directory information disclosures to prevent school officials from identifying the student by name or disclosing the student's electronic identifier or email address in a class in which the student is enrolled.
- H. Schools are prohibited from using a social security number to identify or help identify a student or the student's records when disclosing or confirming directory information unless the student has provided written consent.

IX. PERIODIC REVIEW OF RECORDS

- A. To assure that school records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or inappropriate data, the principal shall be responsible for establishing appropriate procedures for the periodic review of personal data collected on each student.
- B. Once a request for access has been made by the parent, guardian, or eligible student, information cannot be amended or destroyed until after the person making the request has had an opportunity to review the information.
- C. In the review of a record, if inaccurate or misleading information is found, the material will not be transferred to other schools or agencies or used in making any future educational decisions. If the information is necessary as a source document for FTE audits, it will be maintained for FTE purposes only.

X. TRANSFER OF STUDENT RECORDS

- A. Education records of all students are to be forwarded within **10 3** school days upon written request on school letterhead from a school in which a student has enrolled. Education records must include an electronic copy from **3270 Focus** so that all recent assessment information is included in the student's records. This written request applies only to schools out of district. Public notice of this policy shall be given annually in lieu of requesting permission or notification for the transfer of records. Parts of the records may be faxed for an immediate need of the receiving school. However, the following **MUST** be stated on the fax cover sheet:

NOTICE TO RECIPIENT: The information contained in this fax is intended only for the individual or entity to which it is addressed and may contain confidential information that is legally privileged. A confirmation of receipt from the intended recipient by return fax, email, or a phone call is requested. If you are not the intended recipient, any review, use, dissemination, distribution, or copying of this information is strictly prohibited. If you have received this fax in error, please notify us immediately by return fax, email, or by telephone and destroy all information included in the fax.

Records are to be sent electronically or sent with at least First-Class postage. No records should be sent with library rate or by regular email (See Item F. Electronic Transfers Procedures).

- B. The transfer of records shall be made immediately (within 40 3 school days) upon request of the receiving school whether in or out of district. Under no conditions shall the transfer of a student's records be delayed for failure to pay a fine or fee assessed by the school. All reasonable efforts shall be made to collect for damaged or lost library books, textbooks, and/or other such instructional media as may have been issued to the student.
- C. When students will be attending schools outside of the United States, the parents or guardian may request that an official copy of their student's cumulative record be hand-carried to the transferring school. In this instance, a seal must be placed on the record with the following statement: *NOTICE TO RECEIVING 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 to schools within Santa Rosa County School District. To schools outside of Santa Rosa County School the principal or designee shall transfer a copy of pertinent records and retain original cumulative record at student's last attended SRCSD school site (See X. D. 4)
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 initial)
 - Eligibility Summary (all)
 - 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 40 3 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](#) Office 365 OneDrive, SharePoint, or other district pre-approved method
 4. If a student is transferring to a school outside the district, the principal will retain a copy of the following the school will retain the student's cumulative folder on premises and send to the requesting school copies 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.)
-
- a) The most recent electronic transcript from elementary, middle, and high school, as applicable
 - b) School Entry Health Exam form (DH3040)
 - c) Florida Certificate of Immunization (DH680)
 - d.) ESE Information, if applicable
 - e.) Section 504 Eligibility and Accommodation Plan, if applicable
 - f.) Response to Intervention/MTSS folder information
 - g.) English Language Learners folder information
 - h.) Behavior/Mental Health folder information

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 Focus SIS** 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~~ **Focus SIS** 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 use the ~~ZFASTER-ST report in the Student System on the ZReports~~ **FASTER system in the Florida Reports menu in the Focus SIS** to make an official request to transfer the student's records.
2. ~~School personnel will receive an email upon receipt of the electronic transfer of the records.~~
3. ~~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 **K: Authorization for Release of Information** and **L: Consent Form For–Mutual Exchange 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 - 16) 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:

- A. Determine whether this is an issued subpoena or a courtesy copy. An issued subpoena is dated and either signed or stamped by the Clerk of the Court. A courtesy copy is not signed or stamped by the Clerk of the Court. It may be accompanied by a letter from an attorney. Receiving a courtesy copy does not authorize you to release student records.
- B. If this is an issued subpoena {dated and either signed or stamped by the Clerk of the Court}, immediately verify that you have the student's records. If you do not have the student's records, use the **Gateway Student Information System Focus SIS** to locate them. Call the identified location, confirm that the records are in their possession, and forward the subpoena immediately. Keep a copy of the subpoena with documentation as to where it was sent and the date it was sent.
- C. When you receive a subpoena and have verified that you have the student's records, you are required to notify the parent, guardian, or eligible student in writing within two (2) school days of the request (See Appendices **E and F D and E: Letters of Notification of a Subpoena**). The letter of notification must include a statement of intention to comply with the subpoena, the date you will comply, and a copy of the subpoena (See Appendix for sample letters). The adult student, parents, guardians, or their attorney cannot instruct you to ignore a subpoena. Only the court or the requesting attorney can release you from the obligation to comply with a subpoena.

- D. Upon receipt of a legal objection to a subpoena, send a copy of the legal objection to the requesting attorney. Contact the **Grade Level Director** **Director of Student Services**, who will assist in follow up procedures.
- E. Maintain a copy of the subpoena with a copy of the notification letter and any other correspondence with the requesting attorney's office in the student's cumulative record.

XIII. RECORD OF DISCLOSURE

- A. FERPA states that an educational agency or institution must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the agency or institution discloses personally identifiable information from education records.
- B. The school must maintain a record of each request for access to, and each disclosure from an education record as well as the names of state and local educational authorities and federal officials and agencies that may make further disclosures of personally identifiable information from the student's education records without consent. The school's log must be maintained in the student's cumulative record (See Appendix A: Record of Disclosure) and:
1. Be maintained as long as the record is maintained
 2. Include the parties who have requested or received information from the records
 3. Include the legitimate interest parties had in receiving information
- C. An educational agency or institution must record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception (see VII Rights of Parents, Section D. Right of Privacy, #9):
1. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure
 2. The parties to whom the agency or institution disclosed the information
- D. The record-keeping requirement does not apply if the request was from, or the disclosure was made to (but it is best practice to keep written record of requests):
1. The parent, guardian, or eligible student
 2. A properly designated school official with a legitimate educational intent
 3. A party with written consent from the parent, guardian, or eligible student
 4. A party seeking directory information
 5. A party with a law enforcement subpoena or court order that specifies that

the existence or contents of the subpoena or court order not be disclosed (i.e. Public Law 107-56, Section 507 requires an education institution to turn over education records relevant to a terrorism investigation without maintaining a record of access).

XIV. DESTRUCTION OF RECORDS

- A. A request is made for authorization of record destruction based on the *General Records Schedule GS7 for Public School Records* by submitting the Records Disposition Document (see Appendix **I H**) to the designated Records Custodian or designee. Upon authorization, records will be disposed of in the manner indicated on the Disposition Document.
- B. Purging of student records should occur upon completion of grades two (2) (**students in** primary schools), five (5), eight (8), and twelve (12), prior to transferring of student records (Refer to IV. Educational Records Classification and XVI. Related Components of a Permanent Educational Record). This includes notes from parents regarding absences, pictures drawn by students, teacher made tests, academic Kindergarten screeners, duplicate or out-of-date shot records (keep the most current DH680), writing folders, proof of residency, and other information not required in the cumulative record.
- C. The GS7 Records Schedule allows for the destruction of Category B information 5 years after graduation from high school, transfer, or withdrawal; however, Exceptional Student Education records containing original signatures are not to be destroyed and must be maintained at the school sites (See Section X. C.1.e of this document, Transfer of Student Records, for documents that must be maintained at the schools).

XV. LISTING OF RESPONSIBLE PARTIES AND LOCATIONS OF STUDENT RECORDS

Each school, under the control of the principal, shall maintain educational records on each student. A list of current personnel responsible for educational records and their school addresses shall be on file in the Office of the Superintendent.

- A. Discipline records containing reports of misconduct and disciplinary action taken shall be kept in a separate file in the Office of the Principal or designee.
- B. The Director of Exceptional Student Education shall be responsible for assuring the confidentiality of all personally identifiable data related to students with disabilities who are assigned to Exceptional Student Education (ESE) programs. Official ESE records shall be maintained in the schools **and at the ESE District office.**
- C. English Language Learner (ELL) records shall be jointly maintained in the schools and by the District's English Language Learner Coordinator.

XVI. RELATED COMPONENTS OF A PERMANENT EDUCATIONAL RECORD

The following is a listing of significant components that must be retained in the student's permanent educational record (these are not to be construed as all inclusive):

A. EXCEPTIONAL STUDENT EDUCATION (ESE)

All ESE documentation that is sent to the school will be maintained in the student's educational record. The following material shall be placed in the permanent educational record:

1. Student Services Referral
2. Informed Notice and Consent for Evaluation
3. Psychological Report
4. Eligibility Summary
5. Individualized Educational Plan
6. Parent Notice and Consent for Placement

B. ENGLISH LANGUAGE LEARNER (ELL) RECORDS

The Home Language Survey should be a part of each student's educational record. For English Language Learners, in addition to the Home Language Survey, the following should be kept in the permanent educational record:

1. ELL Eligibility Assessment form
2. Copy of the Idea Proficiency Test (IPT) answer sheet
3. ELL Committee Review form (if appropriate)
4. Annual ELL Student Plan
5. ELL Update form (if appropriate)
6. Reclassification/Exit form and Parent Notification of Exit (if appropriate)
7. Parent Notification of ELL Placement form and Notification of Continued Participation (if appropriate)
8. **CELLA WIDA** Results for Grades K-12

C. CUMULATIVE SCHOOL HEALTH RECORDS

The Cumulative School Health Record (DH3041) should be a part of a student's educational record. Parts of the Health Record may be kept separate from the Cumulative Record as long as the location is specified on the cover of the Cumulative Record or on the Health Record. The Cumulative School Health Record and should contain the following (See Appendix C, Public Notice to Parents, Guardians, and Eligible Students, Rights Under the Health Insurance Portability & Accountability Act of 1996-HIPPA):

1. Florida Certificate of Immunization (DH680) with immunization status and exemptions if relevant
2. Student Entry Health Examination (DH3040)
3. Health screenings containing, but not limited to, hearing, vision, scoliosis, and growth development (height, weight, body mass index)
4. Health Care Plan: students with severe health impairments needing possible assistance by school personnel will be documented by a Health Care Plan. Students who have a Health Care Plan will have the appropriate indicator posted in the Student Information System.

The following may be filed in the Health Folder in the Cumulative Record or filed in another place; however, the location must be printed on a label placed on the Cumulative Record or Health Folder. These additional files follow the student:

5. Documentation of subsequent physical examinations
6. Other health history regarding chronic or complex health conditions
7. Physician's treatment plan or medical management plan
8. Documentation of injuries and /or episodes of sudden illness referred for Sick-care or emergency health care
9. Documentation of nursing assessments, general and child-specific training of unlicensed assistive personnel delegated and trained by the registered nurse (RN)
10. Health counseling
11. Documentation of any consultations with school staff, students, parents/guardians or service providers about a student's health problem, recommendations and results
12. Documentation of physician's orders and parental permission to administer medication or medical treatments given in school
13. Documentation of health services provide to the student (treatment log and/or medication administration record)

D. SCHOOL HEALTH CARD

The Santa Rosa District Schools' health card should be kept separate from the Cumulative School Health Record and should be placed in an easily accessible location for use by the school health technician and/or nurse and by school personnel. When a student transfers to another school, a new health card is completed. Students who have medical problems are entered in the **Gateway Student Information System Focus SIS** with a medical alert code (See Appendix **H G**: Medical Alert Codes). Students moving to a new school within the district should have the health cards sent along with the cumulative records. When a new card is completed, the old one is destroyed in a secure manner.

~~E. TITLE I~~

~~The following is a list of Title I related records that should be maintained in the student's permanent educational records:~~

- ~~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~~
- ~~3. Parental request or permission to remove a student from the Title 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(s), Parent Consents, and accompanying reviews and reevaluations, **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 Focus SIS**.

G. REGISTRATION FORM

See Appendix M for Santa Rosa District Schools' approved registration form, Revised **March 2020 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~~ C: Public Notice to Parents, Guardians, and Eligible Students, Rights Regarding District Conduct of 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
5. critical appraisals of other individuals with whom respondents have close family relationships
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. religious practices, affiliations, or beliefs of the student or student's parent
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

The above conditions generally apply when a survey is funded at least in part by any program administered by the Secretary of Education.

B. Surveys Funded by Sources Other than U.S. Department of Education

Parents must be afforded the rights listed below and be notified annually in the Code of Student Conduct at the beginning of the school year (See Appendix C: Public Notice to Parents, Guardians, and Eligible Students). Schools must also notify parents within a reasonable period of time if any substantive change is made to the policies.

1. The right to inspect a survey or any instrument used in the collection of information created by a third party before the survey is administered or distributed by a school to students provided the request is made within a reasonable period of time.
2. The right to prohibit a child's participation. Schools shall offer an opportunity for parents to opt out of participation in the following activities:
 - a) those involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that

information to others for that purpose (these surveys require annual parental notification and the opportunity for the parent to opt out of participation regardless of the funding source).

- b) the administration of any third party (non-Department of Education funded) survey containing one or more of the above described eight items of information
3. The right to not be required to give a reason for their child to not participate
 4. The right to instruct their child to participate in answering only those questions they choose to answer
 5. The right to expect a protection of their child's privacy especially if it contains one of the eight items detailed above. Parents further have the right to be advised of arrangements that will be made to protect student privacy by schools assuring that
 - a) Information to be collected by a survey will be done anonymously on a sampling basis and
 - b) No personally identifiable information will be obtained from or reported on any individual student as a part of a survey or the survey process.

XVIII. ENFORCEMENT PROCEDURES FOR THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Policy Compliance Office is authorized by the U.S. Secretary of Education to investigate, process, and review complaints and violations under FERPA. Parents, guardians, and eligible students may file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605. Complaints must be filed in a timely manner, which is considered 180 calendar days of the date of the alleged violation or of the date that the complainant knew or should have known of the alleged violation.

XIX. PENALTY

In the event that any public school official or employee, district school board official or employee, technical center official or employee, or public postsecondary educational institution official or employee refuses to comply with any of the provisions of the above sections, the aggrieved parent or student shall have an immediate right to bring an action in the circuit court to enforce the violated right by injunction. Any aggrieved parent or student who brings such an action and whose rights are vindicated may be awarded attorney's fees and court costs.

XX. TECHNICAL ASSISTANCE

Assistance regarding procedures for student records should be addressed to the Director of Student Services at the Santa Rosa District Schools **Dillon Administrative Center Berryhill Administrative Complex.**

Public schools, parents, guardians, and eligible students may also contact:

The Florida Department of Education
Student Support Services Project
310 Blount Street, Suite 215
Tallahassee, FL 32301
Phone: 850/922•3727
Fax: 850/921•4752

Or

Family Policy Compliance Office
U.S. Department of
Education 400 Maryland
Avenue, SW Washington,
DC 20202- 8520 Phone:
202/260-3887
Fax: 202/260-9001

For quick informal requests for technical assistance, email bhyle@tempest.coedu.usf.edu.

For **formal** requests for technical assistance, email FERPA@ed.gov

For the Family Policy Compliance Office Web site, please contact:
<http://www.ed.gov/policy/gen/guid/fpc/index.html>

For more information on the HIPAA Privacy Rule, visit the Department of Health and Human Services HIPAA Privacy Rule website at:

<http://www.hhs.gov/ocr/hipaa/>
<https://www.hhs.gov/hipaa/for-professionals/privacy/index.html>

For the Florida Department of Education Technical Assistance Paper concerning the Family Education Rights and Privacy Act (FERPA), the document is available on the Florida Department of Education Web site at:

<http://www.fldoe.org/esd/pdf/ferpa.pdf>
<https://info.fldoe.org/docushare/dsweb/Get/Document-5441/dps-2009-103.pdf>

IX. APPENDIX

A. Record of Disclosure

B. Notice Defining School Officials

C. Public Notice to Parents, Guardians, and Eligible Students

- Rights Under the Family Education Right & Privacy Act (FERPA)
- Rights Under the Health Insurance Portability & Accountability Act of 1996 (HIPPA)
- Parent Notice For Directory Information
- Parent Request for No/Limited Disclosure of Directory Information
- Rights Regarding District Conduct Of Surveys, Collection And Use Of Information For Marketing Purposes, And Certain Physical Exams

D. Letter of Notification of a Subpoena

[For student(s) eighteen (18) years old or older]

E. Letter of Notification of a Subpoena

[For student(s) under eighteen (18) years of age]

F. Waiver of the Right of Access

G. Medical Alert Codes

H. Records Disposition Document

I. Special Power of Attorney (*in loco parentis*)

J. Cumulative Record Organizational Order

K. Authorization for Release of Information

L. Mutual Exchange of Information

M. Registration Form

RECORD OF DISCLOSURE

Name of Student: _____ Last _____ First _____ Middle _____ Date of Birth: _____ Student ID Number: _____

Complete this form for anyone outside the school system who gains access to a student's record. This form and written parent request, granting persons requesting access and granting the school permission to release the information, should be filed in the student's record.

<i>Name and Title of Person Requesting Access</i>	<i>Reason for Request</i>	<i>Dates</i>	<i>Disclosure Authorized By</i>	<i>Types of Information Released</i>
1.		Request: _____ Access: _____		
2.		Request: _____ Access: _____		
3.		Request: _____ Access: _____		
4.		Request: _____ Access: _____		
5.		Request: _____ Access: _____		
6.		Request: _____ Access: _____		
7.		Request: _____ Access: _____		
8.		Request: _____ Access: _____		

A. RECORD OF DISCLOSURE FORM FOR CUMULATIVE RECORDS

B. NOTICE DEFINING SCHOOL OFFICIALS

DISTRICT PERSONNEL AUTHORIZATION LIST FOR ACCESS TO STUDENT RECORDS

It is the responsibility of the principal to properly store and maintain records of students. Records must be maintained in compliance with state laws, state administrative rules, and local school board policies. The location of these student records must be in compliance with the location identified in Section XV of the Student Records Handbook.

There are three purposes for maintaining student records. The first is to facilitate instruction. The second is to provide guidance. The third is to maintain a record of the educational progress of students and programs operated under the authority and direction of the district school board.

Personally identifiable records or reports of a student may be released to organizations listed in Section VII of the Student Records Handbook and are further defined to include the following personnel:

1. School Board Members
2. Superintendent of Schools
3. Assistant Superintendents
4. District Directors, Supervisors, and Coordinators
5. Instructors
6. Exceptional Student Education Personnel
7. Limited English Proficient Program Personnel
8. Student Services Personnel
9. Alternative Education Personnel
10. School Board Attorney
11. Personnel outside the regular employment of the district who have been granted access through a contract (such as an auditor, medical consultant, or therapist)
12. Parties to an interagency agreement among the Department of Juvenile Justice Services, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy, in-school and out-of-school suspensions, and expulsions that provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions, and that support students in successfully completing their education.
13. Member serving on an official committee such as disciplinary or grievance committee or assisting another school official in performing his or her tasks
14. Appropriate parties in connection with an emergency, if knowledge of the information in the student's educational record is necessary to protect the health or safety of the student or other individuals.

This notice and list of your faculty members and itinerant personnel must be posted in a conspicuous location in your records room or area. Any person other than those listed above or on your faculty list requesting data must receive School Board approval.

C. PUBLIC NOTICE TO PARENTS, GUARDIANS, AND ELIGIBLE STUDENTS

RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA) AND PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

RIGHTS WITH RESPECT TO STUDENT RECORDS

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) *The right to inspect and review the student's education records* within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) *The right to request the amendment of the student's education records* that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) *The right to consent to disclosures of personally identifiable information* contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) *The right to file a complaint with the U.S. Department of Education* concerning alleged failures by Santa Rosa District Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202-8520

**RIGHTS UNDER THE
HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT OF 1996 (HIPPA)**

Notice of Privacy Practices (HIPAA)

This notice describes how medical information about you may be used, disclosed,
and how you can get access to this information.

Health Department & School District Duties

The Health Department and School District are required by law to maintain the privacy of your protected health information. This Notice of Privacy Practices tells you how your protected health information may be used and how we keep your information private and confidential. This notice explains the legal duties and practices relating to your protected health information. As part of the department's legal duties this Notice of Privacy Practices must be given to you. The Health Department and School District are required to follow the terms of the Notice of Privacy Practices currently in effect.

The Health Department or School District may change the terms of its notice. The change, if made, will be effective for all protected health information that it maintains. New or revised notices of privacy practices will be posted on the Department of Health website at www.myflorida.com and will be available by email and at all Department of Health buildings. Also available are additional documents that further explain your rights to inspect and copy and amend your protected health information.

Use and Disclosure of Your Protected Health Information

Protected health information includes demographic and medical information that concerns the past, present, or future physical or mental health of an individual. Demographic information could include your name, address, telephone number, social security number and any other means of identifying you as a specific person. Protected health information contains specific information that identifies a person or can be used to identify a person.

Protected health information is health information created or received by a health care provider, health plan, employer, or health care clearinghouse. This medical information is used in many ways while performing normal business activities.

Your protected health information may be used or disclosed by the Health Department or School District for purposes of treatment, payment, and health care operations. *Health care professionals use medical information in the clinics or hospital to take care of you. Your protected health information may be shared, with or without your consent, with another health care provider for purposes of your treatment. The Health Department or School District may use or disclose your health information for case management and services. The Health Department or School District may send the medical information to insurance companies, Medicaid, or community agencies to pay for the services provided you.*

Your information may be used by certain personnel to improve health care operations. Personnel may send you appointment reminders, information about treatment options or other health-related benefits and services.

Some protected health information can be disclosed without your written authorization as allowed by law. Those circumstances include:

- Reporting abuse of children, adults, or disabled persons.
- Investigations related to a missing child.
- Internal investigations and audits by the divisions, bureaus, and offices of the Health Department and School District.
- Investigations and audits by the state's Inspector General and Auditor General and the legislature's Office of Program Policy Analysis and Government Accountability.
- Public health purposes including vital statistics, disease reporting, public health surveillance, investigations, interventions and regulation of health professionals.

- District medical examiner investigations.
- Research approved by the department.
- Court orders, warrants, or subpoenas.
- Law enforcement purposes, administrative investigations, and judicial and administrative proceedings.

Other uses and disclosures of your protected health information by the health department or school district will require your written authorization. This authorization will have an expiration date that can be revoked by you in writing. These uses and disclosures may be for marketing and for research purposes. Certain uses and disclosure of psychotherapist notes will also require your written authorization.

Individual Rights

You have the right to request the Health Department or School District to restrict the use and disclosure of your protected health information to carry out treatment, payment, or health care operations. You may also limit disclosures to individuals involved with your care. The Health Department or School District is not required to agree to any restriction.

You have the right to be assured that your information will be kept confidential. The Health Department or School District will make contact with you in the manner and at the address or phone number you select. You may be asked to put your request in writing.

You have the right to inspect and receive a copy of your protected health information. Your inspection of information will be supervised at an appointed time and place. You may be denied access as specified by law. If access is denied, you have the right to request a review by a licensed health care professional who was not involved in the decision to deny access. This licensed health care professional will be designated by the Health Department or School District.

You have the right to correct your protected health information. Your request to correct your protected health information must be in writing and provide a reason to support your requested correction. The Health Department or School District may deny your request, in whole or part, if it finds the protected health information:

- Was not created by the Health Department or School District,
- Is not protected health information,
- Is by law not available for your inspection, or
- Is accurate and complete.

If your correction is accepted, the Health Department or School District will make the correction and tell you and others who need to know about the correction. If your request is denied, you may send a letter detailing the reason you disagree with the decision. The Health Department or School District will respond to your letter in writing. You also may file a complaint, as described below in the section titled Complaints.

You have the right to receive a summary of certain disclosures the Health Department or School District may have made of your protected health information. This summary does not include:

- Disclosures made to you.
- Disclosures to individuals involved with your care.
- Disclosures authorized by you.
- Disclosures made to carry out treatment, payment, and health care operations.
- Disclosures for public health.
- Disclosures to health professional regulatory purposes.
- Disclosures to report abuse of children, adults, or disabled.
- Disclosures prior to April 14, 2003.

This summary does include disclosures made for:

- Purposes of research, other than those you authorized in writing.
- Responses to court orders, subpoenas, or warrants.

You may request a summary for not more than a 6-year period from the date of your request.

For Further Information

Requests for further information about the matters covered by this notice may be directed to the person who gave you the notice, to the director or administrator of the Department of Health facility where you received the notice, or to the Department of Health's Inspector General at 4052 Bald Cypress Way, BIN A03/ Tallahassee, FL 32399-1704/ telephone 850-245-4141.

If you believe your privacy health rights have been violated, you may file a complaint with the: Department of Health's Inspector General at 4052 Bald Cypress Way, BIN A03/ Tallahassee, FL 32399-1704/ telephone 850-245-4141 and with the Secretary of the U.S. Department of Health and Human Services at 200 Independence Avenue, S.W./ Washington, D.C. 20201/ telephone 202-619-0257 or toll free 877-696-6775. The complaint must be in writing, describe the acts or omissions that you believe violate your privacy rights, and be filed within 180 days of when you knew or should have known that the act or omission occurred.

PARENT NOTICE FOR DIRECTORY INFORMATION

FERPA requires that the district, with certain exceptions, obtain the parent or eligible student's written consent prior to the disclosure of personally identifiable information from the student's education records. However, Santa Rosa District Schools may disclose appropriately designated directory information without written consent unless the district has been advised to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from the student's education records in certain school publications. Examples include

- a playbill showing student's role in a drama production
- the yearbook
- honor roll or recognition lists
- graduation programs
- sports activity sheets, such as for football, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws (the *No Child Left Behind Act of 2001*, the *National Defense Authorization Act for Fiscal Year 2002*,) require local education agencies receiving assistance under the *Elementary and Secondary Education Act of 1963* to provide military recruiters, on request, with three directory information categories-names, addresses, and telephone listings-unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

You must notify your school in writing on the approved form by the first week of September or within ten (10) school days after the student enrolls if you do not want the school to disclose directory information from your child's education records without your prior written consent. Santa Rosa District Schools has designated the following information as directory information:

- student's name
- address
- telephone if listed
- date and place of birth
- major field of study
- dates of attendance
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- degrees, honors, and awards received
- the most recent educational agency or institution attended
- grade level

**Parent Consent
For
No/Limited Disclosure of Directory Information**

I, _____ (Parent/Guardian's Printed Name), formally request that directory information for my student, _____ (Student's Printed Name), in grade ____ (Grade Level) not be disclosed to outside organizations (outside organizations include but are not limited to the military, companies that take school pictures, manufacture class rings, or publish yearbooks) according to the option checked below. I understand in accordance with School Board Policy 5.71 that directory information includes the following data about students: name, address, listed telephone number, participation in officially recognized activities and sports, weight and height for athletics, name of the most recent school or program attended, dates of attendance, degrees and awards received, field of study, date and place of birth, and grade level.

Within ten (10) school days, the school may release some directory information to the public. This may include press releases about school activities like graduation, honor roll announcements, athletic events, school pictures, and other school related activities. Unless otherwise indicated, military recruiters may request and receive student's name, address, and telephone number.

(To withhold directory information or restrict the release of directory information, check only one of the options below.)

- ☐ Do not release my student's directory information.
- ☐ Release my student's directory information but withhold from military organizations.
- ☐ Release my student's directory information to only military organizations.

(Note: please return this form to the school - Data Clerk (Elementary)/ Guidance Department (Middle/High). If you do not want the school to disclose directory information from your student's education records without your prior written consent, this form must be received at the school by the first week of September or within 10 school days after the student enrolls. Data is usually released after the first 10 school days.)

(Parent/Guardian's Signature)

(Witness's Signature)

(Today's Date)

School Procedures

- 1) Document the date received on the form.
- 2) Notify all organizations within the school if directory information is not to be disclosed for this student.
- 3) Flag the Student Information System accordingly:
 N Do not release to public and do not release to Military
 X Release to Public and do not release to Military
 M Release to Military only.
- 4) File this form in the student's cumulative record.

RIGHTS REGARDING DISTRICT CONDUCT OF SURVEYS, COLLECTION AND USE OF INFORMATION FOR MARKETING PURPOSES, AND CERTAIN PHYSICAL EXAMS

The Protection of Pupil Rights Amendment (PPRA) affords parents and students, who are 18 or eligible students, certain rights, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 - 1) political affiliations or beliefs of the student or student's parent;
 - 2) mental or psychological problems of the student or student's family;
 - 3) sex behavior or attitudes;
 - 4) illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5) critical appraisals of others with whom respondents have close family relationships;
 - 6) legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - 7) religious practices, affiliations, or beliefs of the student or parents; or
 - 8) income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*
 - 1) any other protected information survey, regardless of funding;
 - 2) any non-emergency, invasive physical exam (any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body) or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - 3) activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use
 - 1) protected information surveys of students;
 - 2) instructional material used as part of the educational curriculum (Instructional material includes materials that is provided to a student, regardless of format, including printed or representational materials, audio• visual materials, and materials in electronic or digital formats such as materials accessible through the Internet. The term does not include academic tests or academic assessments.); and
 - 3) instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

- college or other postsecondary education recruitment, or military recruitment
- book clubs, magazines, and programs providing access to low-cost literary products

- curriculum and instructional materials used by elementary and secondary schools
- tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students
- the sale by students of products or services to raise funds for school-related or education-related activities
- student recognition programs

Santa Rosa District Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will notify parents and eligible students of these policies at least annually at the beginning of the school year and will notify after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in of the specific or approximate dates of the activities or surveys listed below and provide an opportunity for the parent to opt a student out of participation of the specific activity or survey. This District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their student out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales, or otherwise providing that information to others for that purpose
- administration of any protected information survey not funded in whole or in part by ED; and
- any non-emergency, invasive physical examination, or screening that is: 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students. This law does not apply to any physical examination or screening that is permitted without parental notification.

Parents/eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office.

SAMPLE NOTIFICATION TO PARENTS REGARDING STUDENT SURVEYS

RATIONALE

This school district participates in the Florida Youth Survey each year. This survey effort is conducted under the leadership of the Governor's Office of Drug Control and the Florida Departments of Education, Children and Families, Health, and Juvenile Justice. The results are used to improve our understanding of adolescent alcohol, tobacco, and other drug use as well as the way we can work to prevent substance abuse and other problem behavior and promote healthy practices.

PARTICIPATION VOLUNTARY

As a parent, you have the right to prohibit your child's participation. Neither you nor your child is required to give a reason for not participating. Students who do participate will not be required to answer all of the questions--only those that they choose to answer. If you do not want your child to participate, sign the attached form and return to the school principal.

ARRANGEMENTS TO PROTECT STUDENT PRIVACY

Schools and classes are selected at random from all middle and high schools in the state on a sampling basis. We will not know which schools or classes will be selected for participation until later in the school year. No personally identifiable information is requested as a part of the survey or the survey process. During the administration of the survey, forms are distributed to students and collected after completion by assigned staff and sent to contractors for processing.

RIGHT TO INSPECT

You have the right to inspect the survey instrument prior to administration of the survey if a request is made within a reasonable period of time. The administration of student surveys is coordinated by the Office of Safe and Drug-Free Schools. A request to inspect the survey instrument(s) may be made in writing to the Safe and Drug-Free School Coordinator/Specialist at the Berryhill Administrative Complex, 6751 Berryhill Street, Milton FL 32570.

SCHEDULE OF SURVEYS

The Florida Youth Survey effort is administered in the spring. In {YEAR}, it will be administered to students in a random sample of classes in grades 6 - 12 during the week of _____. Three survey instruments will be administered concurrently with no student being asked to complete more than one survey. The surveys given in {YEAR} will be the Florida Youth Tobacco Survey, Florida Youth Substance Abuse Survey, and the Youth Risk Behavior Survey. The survey instrument(s) will be available for inspection by {DATE}, at the ~~Berryhill Administrative Complex~~, Dillon Administrative Complex.

Parents or legal guardians: Please check and sign below if you do not want your child to participate in the Florida Youth Survey.

I do not give consent for my child, _____
Students' Name

To participate in the Florida Youth Survey at _____
School

Please provide him or her with an alternative activity while the survey is being administered.

Signature: _____
Parent/Guardian

Date: _____

D. LETTER OF NOTIFICATION OF A SUBPOENA

[For records of a student eighteen (18) years or older]

Name:

Address:

RE: *Student' Name*
Subpoena or Court Order and Case Name

Dear Mr./Mrs./Ms. (Name):

Pursuant to Section 1002.22 (formerly 228.093), Florida Statute, I am notifying you that the School Board of Santa Rosa County, Florida intends to comply with the attached *(subpoena or court order)* for student records. We will comply with this subpoena on (date) unless we have been notified of a legal objection. If you have questions, call (name) at *(phone number)*.

Sincerely,

Name
Title

Attachment

E. LETTER OF NOTIFICATION OF A SUBPOENA

[For records of a student under eighteen (18) years old]

Name:

Address:

RE: *Student' Name*
Subpoena or Court Order and Case Name

Dear Mr./Mrs./Ms. (Name):

Pursuant to Section 1002.22 (formerly 228.093), Florida Statute, I am notifying you that the School Board of Santa Rosa County, Florida intends to comply with the attached *(subpoena or court order)* for *(your son/daughter's name)* student records. We will comply with this subpoena on *(date)* unless we have been notified of a legal objection. If you have questions, call (name) at *(phone number)*.

Sincerely,

Name
Title

Attachment

F. WAIVER OF THE RIGHT OF ACCESS

Name:

Address:

RE: *Student' Name*

Dear Mr./Mrs./Ms. (Name):

My waiver of the right of access authorized below is given voluntarily and with the understanding that the documents thus obtained will be used only for the purpose for which they were specifically intended. Upon my request, the names of individuals providing documents under this waiver clause will be provided to me.

I have read and understand the above paragraph; therefore, I do hereby waive my right of access to the following documents.

Signature of Parent, Guardian, or Eligible Student

Date

As of _____(Date), I am revoking the waiver of access. I understand this will apply to actions occurring after today's date.

Signature of Parent, Guardian, or Eligible Student

Date

G. Medical Alert Codes

HC_CODE	HC_DESC	HC_CODE	HC_DESC
AA	ALLERGIC TO ASPIRIN	BD-F7	BLEEDING DISORDER - FACTOR 7
ACIDREFL	ACID REFLUX	BDI	BORDERLINE DIABETIC
AD	ADDISON'S DISEASE	BE	ALLERGIC/REACTS TO BEE STINGS
ADD	ATTENTION DEFICIT DISORDER	BEHAV	BEHAVIORAL ISSUES
ADHD	ATTN DEFICIT HYPERACTV DISORDR	BIP	BIPOLAR
ADKINSON	ADKINSON DISEASE	BK	BLADDER & KIDNEY PROBLEMS
AHA	AUTO-IMMUNE HEMOLYTIC ANEMIA	BLDEF	BLOOD DEFICIENCY
AL	ALLERGIES (GENERAL)	BLIND	BLIND OR LEGALLY BLIND
ALBAN	ALBANISM	BONEDIS	BONE DISORDER
ALDRUG	ALLERGIC TO CERTAIN DRUGS	BR	BRONCHITIS
ALFISH	ALLERGIC TO FISH	BRT	BRAIN TUMOR
ALFOOD	ALLERGIC TO CERTAIN FOODS	BS	BONE SPUR
ALIN	ALLERGIC TO INSECT BITES	BT	BLOOD TRANSFUSION NOT ALLOWED
ALIO	ALLERGIC TO IODINE	BU	BILATERAL URETOROSTOMIES
ALLATEX	ALLERGIC TO LATEX	CA	CONGENITAL ADRENAL
ALO	ALOPECIA	CB	COLOR BLIND
ALPEANUT	ALLERGIC TO PEANUTS	CD	CROHN'S DISEASE
ALPEST	ALLERGIC TO PESTICIDES	CE	CHRONIC ENCOPRESIA
ALREDDYE	ALLERGIC TO RED DYE	CELIAC	CELIAC DISEASE
ALTYLENL	ALLERGIC TO TYLENOL	CF	CLUB FEET
AMPUTEE	AMPUTEE	CFP	CLEFT PALATE
AN	ANXIETY ATTACKS	CM	CHARCOT MERIE TOOTH DISORDER
ANEMIA	ANEMIA	CMAL	CHIARI MALFORMATION
ANGED	ANGIOEDEMA	CN	CANCER
AP	ARTIFICIAL LIMB / EYE	CP	CEREBRAL PALSY
APD	AUDITORY PROCESSING DISORDER	CS	CRANIOSYNOSTOS
APKID	APENDICOSTOMY KIDNEY	CTD	CONNECTIVE TISSUE DISORDER
AR	ARTHRITIS	CVID	COMMON VARIABLE IMMUNE DEF
AS	STUDENT HAS ASTHMA	CVS	CYCLIC VOMITING SYNDROME
ASD	AUTISM SPECTRUM DISORDER	CY	CYSTIC FIBROSIS
ASPERG	ASPERGERS SYNDROME	CYSTS	CYSTS
ASPERTS	ASPERTS SYNDROME	DBS	DEEP BRAIN STIMULATION
ASU	ALLERGIC TO SULFA MEDICATION	DELSYN	DELETION SYNDROME
ATRODERM	ATROPHIC DERMATITIS	DERM	DERMATOLOGICAL
AUTISTIC	AUTISTIC	DERMA	DERMATOMYOSITIS
BB	BRITTLE BONES	DI	STUDENT HAS DIABETES
BC	BACK PROBLEMS	DIGEORGE	DIGEORGE SYNDROME
BD	INFLAMMATORY BOWEL DISEASE	DIZ	DIZZY SPELLS

HC_CODE	HC_DESC	HC_CODE	HC_DESC
DP	DEPRESSION (SEVERE)	HIJ	MISCELLANEOUS HEAD INJURY
DS	DOWNS SYNDROME	HIRSH	HIRSCHPRUNGS DISEASE
DY	STUDENT HAS DYSLEXIA	HIVPOS	HIV POSITIVE
DYS	DYSGRAPHIA	HM	HEMANGIOMA
DYST	DYSTONIA	HMM	HEART MURMUR
EARHOLE	HOLE IN EARDRUM	HORN	HORNERS SYNDROME
EARINF	RECURRING EAR INFECTIONS	HP	HYPERPLASIA
EARTUBES	TUBES IN EARS	HPB	HEPATITIS B
EL	ENLARGED LIVER	HPC	HEPATITIS C
ENDO	ENDOMETRIOSIS	HS	HEAT SENSITIVE (OVERHEATING)
EP	STUDENT HAS EPILEPSY	HSAT	HYPERSENS AIRWAY/TACHYCARDIA
EPEN	EPHINEPHRIN PEN	HT	MALIGNANT HYPERTHERMIA
ERBSPALS	ERBS PALSY	HTH	HASHIMOTO'S THYROIDITIS
ES	ENLARGED SPLEEN	HUNTCHOR	HUNTINGTON'S CHOREA
ET	ESSENTIAL TREMOR	HY	HYPERTHYROIDS
EX	ECZEMA	HYPERIN	HYPERINSULINISM
EXOST	EXOSTOSIS	HYPERMOB	HYPERMOBILITY SYNDROME
EYE	EYE AILMENT	HYPETE	HYPERTENSION
EYEWEAR	GLASSES / CONTACT LENS	HYPLASIA	CONGENITAL ADRENAL HYPERPLASIA
FIBRO	FIBROMYALGIA	HYPO	HYPOTHYROIDISM
FREQURI	FREQUENT URINATION	IB	INSECT BITES (ALLERGY)
FS	FAINTING SPELLS	IBS	IRRITABLE BOWEL SYNDROME
FTGAIN	FAILURE TO THRIVE AND GAIN WT	IC	INTERSTITIAL CYSTITIS
FTS	FOOT SURGERY	ICD	IMPULSE CONTROL DISORDER
GASTRO	GASTROINTESTINAL DISORDER	IGADEF	IMMUNOGLOBULIN A DEFICIENCY
GB	GUILLIAN BARRE SYNDROME	INCONT	INCONTINENCE
GERD	GASTROESOPHAGEAL REFLUX DISEAS	INSLPUMP	INSULIN PUMP
GH	GROWTH HORMONE	IPO	INTESTINAL PSEUDO-OBSTRUCTION
GOITER	GOITER	ITP	IDIOPATHIC THROMBOCYTOPENIA PU
GRAVES	GRAVES DISEASE	JD	JOINT DISLOCATION
GTUBE	GASTRIC TUBE	JPS	JUVENILE POLYPOSIS SYNDROME
HA	HEART AILMENTS	JRHAR	JUVENILE RHEUMATOID ARTHRITIS
HB	HIGH BLOOD PRESSR/HYPERTENSION	KD	KAWASAKI DISEASE
HC	HYPERACTIVITY	KIDNEY	KIDNEY REMOVED
HD	HYDROCEPHALUS	KIP	KIDNEY ISSUES OR PROBLEMS
HE	HEMOPHILIAC/FREE-BLEEDER	KLTRWEBS	KLIPPEL-TRENAUNAY-WEBER SYNDRO
HEADACHE	HEADACHES (NOT MIGRAINES)	KN	KNEE / LEG PROBLEMS
HERNIA	HERNIA	LAC	LACTOSE INTOLERANT
HG	HYPOGLYCEMIA	LB	LOW BLOOD
HI	HEARING IMPAIRED OR LOSS	LE	LEMUELLER ECHYTHOSIS

HC_CODE	HC_DESC	HC_CODE	HC_DESC
LPD	LEGG-PERTHES DISEASE	PERVAS	PERVASIVE DEVELOPMENT DISORDER
LT	LIVER TRANSPLANT	PHYSDIS	PHYSICAL DISABILITY
LU	LUPUS	PICA	PICA
LUK	LEUKEMIA	PITD	PITUITARY DWARFISM
MAR	MARFANS SYNDROME	PK	PKU
MD	MYOTONIC DYSTROPHY	PN	ALLERGIC TO PENICILLIN
MENO	MENORRHAGIA	POLY	POLYMYOSITIS
MG	MYASTHENIA GRAVIS	PR	PROFOUND RETARDATION
MH	MIGRAINE HEADACHE	PREPUB	PRECOCIOUS PUBERTY
MITOCHON	MITOCHONDRIAL DISORDER	PS	PSORIASIS
MOOD	MOOD DISORDER	PSE	PSEUDOARTHROSIS CLAVICAL
MP	METAL PLATES IN HEAD	PSY	PSYCHOSIS
MPSD	MUCO POLY SACCHARIDE DISORDER	PTSD	POST TRAUMATIC STRESS DISORDER
MUSCDYST	MUSCULAR DYSTROPHY	PTUM	PSEUDO TUMOR
MUSCLE	MUSCLE DISORDER	PULREG	PULMONIC REGURGITATION
MV	MITRAL VALVE PROLAPSE	PULST	PULMONARY STENOSIS
MYO	MYOPIA	PVS	PULMONIC VALVE STEMOSIS
N	NO	REAIRDIS	REACTIVE AIRWAY DISEASE
NARCOLEP	NARCOLEPSY	RESPIR	RESPIRATORY DISORDER
NB	SEVERE NOSEBLEEDS	RET	RETT SYNDROME
NCS	NEUROCARDIOGENIC SYCOPE	RI	STUDENT TAKES RITALIN
ND	NERVE DAMAGE	RSILVER	RUSSELL SILVER SYNDROME
NEPHRSYN	NEPHRITIC SYNDROME	RX	PRESCRIPTION DRUGS
NF	NEUROFIBROMATOSIS	SB	SPINA BIFIDA
NKA	NO KNOWN ALLERGIES	SC	SICKLE CELL ANEMIA
NL	NEUROLOGICAL DISORDER	SCH	SCHUEERMANN'S DISEASE
NOMID	NEONATAL ONSET INFLAM DISEASE	SD	SLEEP DISORDER
NPS	NAIL-PATTELLA SYNDROME	SE	STUDENT MAY HAVE SEIZURES
NV	NON-VERBAL	SEPOPSY	SEPTUM OPTIC DYSPLASIA
NY	NYSTAGMUS	SHUNT	SHUNT IN HEAD
OB	OVERACTIVE BLADDER	SI	SURGICAL IMPLANT
OCD	OBSESSIVE COMPULSIVE DISORDER	SL	SCOLIOSIS
ODD	OPPOSITIONAL DEFIANCE DISORDER	SLD-LD	LEARNING DISABILITY
OSGSCH	OSGOOD-SCHLATTER DISEASE	SLDIGEST	SLOW DIGESTION
OST	OSTEOPOROSIS	SN	SINUS
PA	PANIC ATTACKS	SNEEZE	SNEEZE ATTACKS
PACEMAKR	PACEMAKER	SP	SPLEENECTOMY
PCA	PRECORDIAL CATCH SYNDROME	SPCOL	SPASTIC COLON
PD	PSYCHOTROPIC DISORDER	SPHEROCY	HEREDITARY SPHEROCYTOSIS
PECECVAC	PECTUS EXCAVATUM/CARINATUM	SPON	SPONDYLOLYSIS

HC_CODE	HC_DESC
STICKLER	STICKLER'S SYNDROME
STRAB	STRABISMUS
SU	SURGERY
SUPIMMUN	SUPPRESSED IMMUNE SYSTEM
SVT	SUPRA VENTRICULAR TACHYCARDIA
TBI	TRAUMATIC BRAIN INJURY
TETRA	TETRALOGY OF FALLOT
THALASEM	THALASEMIA
THYROID	THYROID AILMENTS
TM	TMJ - JRA
TRA	TRACEAMALACEA
TRAPS	FAMILIAL HIBERNIAN FEVER
TRTICDIS	TRANSIENT TIC DISORDER

HC_CODE	HC_DESC
TS	TOURETTE SYNDROME
TUM	TUMOR
TUS	TURNER'S SYNDROME
UL	ULCERS
ULCCOLIT	ULCERATIVE COLITIS
URTIC	URTICARIA - CHRONIC HIVES
VGM	VEIN OF GALEN MALFORMATION
VON	VON WILLEBRAND DISEASE
WILMS	WILMS SYNDROME/TUMOR
WP	WOLFF-PARKINSON-WHITE SYNDROME
WS	WYATT SYNDROME (HEART)



<https://sites.santarosa.k12.fl.us/surplus/files/WritableRecordsDispositionFormSavable.pdf>

[illegible]

I. SPECIAL POWER OF ATTORNEY (IN LOCO PARENTIS)

KNOW ALL MEN BY THESE PRESENTS: That I, _____

SSN ____-____-_____, A legal resident of _____

constitute and appoint _____

address is: _____

My true and lawful attorney to act as follows, GIVING AND GRANTING unto my said attorney full power to:

1. Act "in loco parentis" for my minor child(ren):

To act in my place as parent of said child(ren), charged with the same rights, duties, responsibilities as if my agent and attorney-in-fact were the natural parent of my said child(ren).

2. The authority of my said attorney specifically includes but is not limited to the power to:

- a. Authorize the performance of any and all medical and dental care including major surgery when required/deemed necessary by a duly licensed physician to protect and maintain the physical or mental welfare of my minor child(ren):
- b. Authorize the evacuation/movement of my minor child(ren) in the event that evacuation or movement becomes necessary for any reason:
- c. Take, hold, possess, or otherwise manage any or all of the property or any interest therein of my said child(ren):
- d. Institute, prosecute, defend, compromise, arbitrate, or otherwise fully dispose of legal, equitable, or administrative hearing, or otherwise engage in litigation in connection with the power granted herein, specifically to include not limited to delinquency proceedings:
- e. Enroll my said child(ren) in any school, boarding school, or academy which my attorney may select:
- f. My said attorney may make any and all decisions with respect to the education, welfare, and other matters relating to my child(ren) whose well-being and development shall at all times be the paramount consideration.

FURTHER, I do authorize my aforesaid attorney -in-fact to perform all necessary acts in the execution of the aforesaid authorizations with the same validity as I could affect if personally present. Any act or thing lawfully done hereunder by my said attorney shall be binding on myself and my heirs, legal and representative, and assigns.

PROVIDED, however, that all business transacted hereunder for me or my account shall be transacted in my name, and that all endorsements and instruments executed by my said attorney for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my said attorney and the designation.

FURTHER, unless sooner revoked or terminated by me, this Special Power Of Attorney shall become Null and Void from and after _____
Date

Signed: _____

IN WITNESS WHEREOF, I have hereunto set my hand and seal this
_____ day of _____ 20 .

(Seal)

Notary Public

My Commission Expires: _____

J. Cumulative Record Organizational Order

All schools will follow this district cumulative record organizational order beginning with Kindergarten ~~(not primary)~~ and the class that will matriculate to the next school. The color designation may be indicated by a colored file folder, a colored label, a colored dot, or a colored line on the index tab. Bulleted items are examples of paperwork and are not all inclusive of papers that may be included (placement does not indicate a particular order within the colored folder unless specified).

1. LEGAL (Pink)

- Record of Disclosure (If there is no other legal paperwork, this form may be loose in the cumulative folder, but it must be the first item in the folder. It may also be attached to the LEGAL folder.)
- ~~Birth certificate~~
- Divorce/custody paperwork
- Name change paper
- Restraining orders
- Adoption papers
- Foster parent paperwork
- Department of Children and Families (DCF) papers
- Reassignment approval
- Parent Notification Letters of Out-of-Field Teachers

2. REGISTRATION PAPERWORK ~~(most current unless the sheet has a Home Language Survey)~~

3. ~~HOME LANGUAGE SURVEY (If the student qualifies for the English Language Learner ELL program, this form is to be placed in the ELL folder)~~

4. CUMULATIVE SCHOOL HEALTH RECORD (DH3041) Note: Label is in place on outside of cumulative record stating portions of the Cumulative Health Record is in another location of the school (label will state location).

- Birth Certificate
- ALL Vision/hearing screenings
- Physical examinations
- School Health Physicals
- School Entry Health Exam form (DH3040)
- Florida Certification of Immunization (DH680)
- ~~Social Work referrals (only if health issues)~~
- ~~Lakeview referrals~~
- All Health Care Plans
- Treatment Log and/or medication administration record (Maintained separately from Student Cumulative Folder)
- All other documentation listed under XVI. C. Cumulative Health Records (Maintained separately from Student Cumulative Folder)

5. PHOTO CARD
6. 504 PLAN (Blue)
7. PERMANENT RECORD CARD, WITHDRAWAL FORMS & TRANSCRIPTS
 - The student transcript (the year end computer report from data processing) should be kept for second (only at a primary school), fifth, eighth, and twelfth grade.
8. ~~PERMANENT RECORD CARD or STUDENT TRANSCRIPT~~
~~The student transcript (the year end computer report from data processing) should be kept for second (only at a primary school), fifth, eighth, and twelfth grade.~~
9. TESTING (Green)
 - Internal Permanent Record for School Year (Keep each grade until the student transcript is run at the end of second {if at a primary school} fifth, eighth, and twelfth grade.)
 - Retention or Administrative Placement Paperwork (NOTE: If student has been retained, flag with an orange dot on the green tab. Indicate on the orange dot the grade retained. If student was retained twice, there should be an orange dot for each grade retained.)
 - ~~Academic Improvement Plans (AIP's)~~
 - ~~Adequate Progress Reports (AP's)~~
 - ~~Alternate Assessment Summary of Scores (protocols kept in classroom student folder, not cumulative record)~~
 - Diagnostic Assessments (i.e. ~~DAR, ERDA, & FAIR~~—only keep the Student Profile summary score sheet. At fifth, eighth, and twelfth grade, these may be purged), ~~but keep the most recent year for FAIR.~~
 - Standardized and State Assessments (most current year on top)
 - Personalized Middle School Success Plans (PMSSP's)
10. EXCEPTIONAL STUDENT EDUCATION (ESE – Red)
 - All related ESE paperwork for ESE students
 - All paperwork for ineligible students (Ineligible students should be indicated on the index tab with a “DNQ” {Did Not Qualify})
 - FBA's/Behavior Intervention Plans for ESE Students
 - Florida Alternate Assessment reports
11. RESPONSE TO INTERVENTION (MTSS/Rtl – Orange)
 (If student qualifies for ESE, supporting documentation will be included in red ESE folder. An example of an exception would be a student receiving speech who is struggling in another area not in the IEP and student's progress is being tracked in the “non IEP area” through Rtl.)

12. ENGLISH LANGUAGE LEARNERS (ELL– Yellow)

- Home Language Survey
- ELL Eligibility Assessment form
- Student Profile Sheet from Assessment
- ELL Committee Review form
- ELL Update form
- Reclassification/Exit form
- Parent Notification of ELL Placement
- Standardized achievement test

~~13. BEHAVIOR INTERVENTION PLAN (student who is not ESE or 504)~~

14. TRUANCY PLANS (Purple)

15. BEHAVIOR/MENTAL HEALTH FOLDER (Black)

- Serious or recurrent SESIR Offense Referrals
- Alternative Placement Referrals
- Persistent Misconduct Referrals
- SCS (See Comment Section) Referrals
- Behavior PMP for students with 6 or more ODR's
- Threat Assessment Reports with other student names redacted

Some items such as parent letters, Writing Portfolio, Internet Use, Permission to Video, etc. may be included in cumulative record, but they should be purged before student articulates to third grade (Intermediate school), middle, or high school.

K. Parental Permission For Release of Information or Request For Review of Student Information

SANTA ROSA DISTRICT SCHOOLS
Student Services
6751 Berryhill Street
6302 Highway 90
Milton, FL 32570
(850) 983-5052 FAX (850) 983-577
(850) 983-5150

AUTHORIZATION FOR RELEASE OF INFORMATION

STUDENT'S LEGAL NAME: _____

DOB: _____ SSN or Student ID #: _____

I hereby authorize: (previous school/ district, physician, etc.):

To release the following information to:

This information will be kept in the student's confidential file to be made available only to authorized personnel and may only be used for the purposes for which the disclosure was made.

Parent Signature

Date



Student Name:
Grade:
Parent:
Email:

Student ID:
Campus:
Primary Exceptionality:
Address:

Gender:
DOB:
Phone:

**PARENTAL PERMISSION FOR RELEASE OF INFORMATION
OR REQUEST FOR REVIEW OF STUDENT INFORMATION**

I hereby grant permission for communication, both oral and written, regarding the above named student which includes:

- ☐ 1. Psychological Reports (intellectual processing, projectives, academic abilities)/Psychiatric Reports
☐ 2. Educational data, which may include standardized tests, daily grades, and report cards
☐ 3. Present levels of subject area performance, adaptive and behavior scales, social history, medical records, and individual plans.
☐ 4. Other:

BETWEEN:

School District of /School:				
School Address/Phone	Street	City	State	Zip
	Telephone	Attention:		

AND:

Name of Agency/Person:				
Address/Phone	Street	City	State	Zip
	Telephone			

It is understood that qualified personnel will use the above information in a confidential and professional manner for educational purposes.

_____ Authorized Signature	_____ Date	_____ Relationship
		()
_____ Street		_____ Home Phone
		()
_____ City	_____ State	_____ Zip
		_____ Other Phone

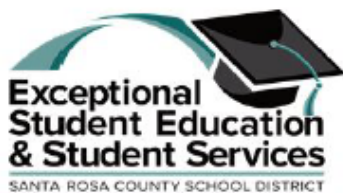
Note: If no telephone, please give a telephone number where you can be contacted.

L. Consent Form For Mutual Exchange of Information

Rev:11/14/2019

Debbie S. Anderson
Director
Exceptional Student Education

Deborah D. Ray
Deputy Director
Exceptional Student Education



Michele Barlow
Director
Student Services

CONSENT FOR MUTUAL EXCHANGE OF INFORMATION

Date: _____ Student Name: _____

DOB: _____ School: _____

I hereby authorize the mutual exchange of records (per HIPAA legislation 45.C.F.R., §164.508(A)(3)(ii), (c)(1) and (c)(2) and FERPA) regarding the above named student between Santa Rosa School District and any or all of the agencies that are listed below. I also understand that all information will be confidential and will be used only for the purpose of aiding my child.

INFORMATION TO BE DISCLOSED: (to include but not limited to)

- Health/Medical Records
- Individual Education Plans
- Psychological Tests
- Occupational/Physical Therapy Plans
- School Records
- Social/Development History
- Speech/Language Reports
- SSI/Social Security Records
- Written Policy Plans
- Staffing Reports
- Other Significant information and records

Strike through any exclusions

AGENCIES AUTHORIZED TO EXCHANGE INFORMATION: (to include but not limited to)

- Agency For Persons with Disabilities
- Autism Pensacola
- Baptist Health Care
- CDCAC Behavioral Healthcare
- Center for Autism & Related Disabilities (CARD)
- Center for Independent Living
- Children's Home Society
- Children's Medical Services
- Children's Services Clinical Team
- Community Action Team(CAT)
- Community Colleges
- Department of Children & Families
- Department of Juvenile Justice
- Developmental Services
- Division of Blind Services
- Division of Vocational Rehabilitation
- Families First Network
- Florida Department of Health
- FDLRS
- Lakeview Center, Inc.
- Lutheran Services
- Medicaid
- Mobile Response Team
- Santa Rosa District Schools
- Social Security Administration
- Spectrum House
- The Arc Gateway
- The Arc of the Emerald Coast
- United Cerebral Palsy
- Vocational Schools
- Other agencies, schools, hospitals, clinics, physicians, psychologists, etc.

Strike through any exclusions

PURPOSE OF DISCLOSURE:

- ☐ Continuity of Educational Services
- ☐ Mental Health Services
- ☐ Other (specify) _____

EXPIRATION DATE: This authorization will expire (insert date or event) _____. I understand that if I fail to specify an expiration date or event, this authorization will expire twelve (12) months from the date on which it was signed.

REDISCLASURE: I understand that once the above information is disclosed, it may be redisclosed by the recipient and the information may not be protected by federal privacy laws or regulations.

CONDITIONING: I understand that completing this authorization form is voluntary. I realize that treatment will not be denied if I refuse to sign this form.

REVOCATION: I understand that I have the right to revoke this authorization at any time. I understand that the revocation will not apply to information that has already been released in response to this authorization. I understand that the revocation will not apply to my insurance company, Medicaid and Medicare.

REPRESENTATIVE AGENCIES: Prior consent for participation of agency representatives is necessary to address issues of confidentiality of student information. To protect the student's privacy, this consent must come from the parents or student whose rights have transferred at age of majority.

- ☐ I DO give permission to invite representative agency/ies to meetings.
- ☐ I DO NOT give permission to invite representative agency/ies to meetings.

I hereby certify that I am the parent or legal guardian of the child named, or that I am the student of majority age and have authority to sign the release.

Parent/Guardian Signature and/or Student Signature (Age 18 or older)

Relationship to student

Date

Parent/Guardian Signature and/or Student Signature (Age 18 or older)

Relationship to student

Date

Witness (Optional)

Date

M. Registration Form

Santa Rosa County District Schools

REGISTRATION FORM**For Office Use Only**

Grade: _____ Teacher: _____ Date of Entry: _____

FL Student ID # _____ Records requested _____

Social Security # (optional) _____ Student's Grade Level for 2020-21 school year _____

Student's Legal Name _____

(Last) (First) (Middle)

Date of Birth _____ City & State of Birth _____ Country of Birth _____

Sex: ☐ Male ☐ Female First Date of Entry into a U.S. School _____
(Month) (Day) (Year)***A birth certificate, Florida immunization certificate and recent school physical must be provided to the school.****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)Home Phone # _____ Unlisted Number? Check if # is unlisted. ☐

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 in Same Home ☐ Both Parents in Separate Homes/Split Custody
☐ Mother only ☐ Father only ☐ Guardian ☐ Foster Parents
☐ Mother and Stepfather ☐ Father and Stepmother

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 ☐ NoIf yes, please check: ☐ Private ☐ Head Start ☐ OtherHas 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

Santa Rosa County District Schools

Student's Legal Name: _____

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. - The term "Haitian" may also be used.
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 _____