



Policy Number: 3120

Dated: 11/01/2007

Student Records Policy

PURPOSE

The Director or his/her designee shall develop and maintain a comprehensive system of student records management. Student information shall be stored in a safe and protected manner and shall be conveniently retrievable for use by authorized school personnel.

POLICY PROCEDURES

American Leadership Academy is the custodian of all records for currently enrolled students of American Leadership Academy.

A Cumulative Record must be maintained for each student when enrolled. The Cumulative Record shall move with student from school to school.

Cumulative Records of American Leadership Academy students, who withdraw, shall be sent to the school to which the student transfers.

Access to Student Records

1. Parents

- American Leadership Academy shall presume that a parent has authority to inspect and review their student's records unless American Leadership Academy has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights.
- A parent has the right to review all appropriate written records of the school concerning the parent's child, including attendance records, test scores, grades, psychological records, applications for admission to other schools/colleges, and health or immunization information.
- Parents shall only have access to their children's records.
- Personally identifiable information in education records shall not be released without the written consent of the student's parents. With the exception of school officials defined below.

2. School Officials

- School Officials who have legitimate educational interests, including teachers, shall have access to student records.

- Officials of other schools or school systems in which student seeks or intends to enroll shall have access to student records.
- Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state and local educational authorities who require access to student or other records necessary in connection with the audit and evaluation of federal or state supported education programs or in connection with the enforcement of or compliance with federal legal requirements that relate to such programs.
- Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organizations conducting the studies.
- Accrediting organizations that require the information for purposes of accreditation shall have access to student records.
- Appropriate persons who, in an emergency, must have such information in order to protect the health or safety of the student or other person shall have access to student records.
- Persons or organizations authorized in writing by the American Leadership Academy to obtain directory information. Parents may request that their child's information not be published.

3. Records are defined but not limited to the following:

- Admission data, personal and family data, including birth records.
- Standardized test data including intelligence, aptitude, interest, personality, and social adjustment ratings.
- All achievement records, as determined by tests, recorded grades, and teacher evaluation.
- Health services record, including: results of TB test required by the District, findings of screenings or health appraisal programs the District conducts or provides and immunization records.
- Attendance.
- Student questionnaires.
- Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
- Verified reports of serious or recurrent behavior patterns.
- Copies of correspondence with parents and other concerned with the student.
- Records transferred from other districts in which the student was enrolled.
- Records pertaining to participation in extracurricular activities.
- Information relating to student participation in special programs.
- Records of fees assessed and paid.
- Other records that may contribute to an understanding of the student.

4. Immunization Records

- American Leadership Academy shall maintain an individual immunization record during the period of attendance for each student admitted. American Leadership Academy shall cooperate with other districts in transferring students' immunization records between other schools. Specific approval from students, parents, or guardians is not required prior to making school record transfers.

- Students must have in their files a copy of immunization records, or a signed exemption form. This information is required by the 10th day of enrollment.

5. Assessments

- The results of individual student performance on basic skills assessment instruments or other achievement tests administered by the school are confidential and may be made available only to the student, the student's parent/s or guardian/s and to the school personnel directly involved with the student's educational program.

6. Transcripts

- American Leadership Academy may request transcripts from previously attended schools for students transferring to American Leadership Academy. The ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if he/she is eighteen (18) years of age or old.
- American Leadership Academy shall promptly forward education records (transcripts) upon request to officials of other schools or school systems in which the student intends to enroll.
- Parents/Guardians, and the student may personally obtain a copy of their transcripts with proper identification. (Student ID#, Birth date information, photo ID, etc.)
- Transcripts for those in grades 9-12 shall serve as the academic record for each student and shall be maintained permanently by the school. Copies of the record shall be made available to students transferring to another district.

7. Request for records procedures

- Records may be reviewed during regular school hours upon written request to the records custodian. The records custodian or designee shall be present to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use only in the Director's or counselor's office or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.
- Upon request of a properly qualified individual, access to a student's education record shall be granted within a reasonable period of time, not to exceed 45 days. The school shall respond to reasonable requests for explanations and interpretations of the records.

8. Right to Amend Student's Records

- Within fifteen (15) school days of the record custodian's receipt of a request to amend records, the school shall notify the parents in writing of its decision on the request and, if the request is denied, or of their right to a hearing. If a hearing is requested, it shall be held within ten (10) school days after the request is received.
- Parents shall be notified in advance of the date, time and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and at their own expense, may be assisted or represented at the hearing.

- The parents shall be notified of the decision in writing within ten (10) school days of the hearing, The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have thirty (30) school days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the school's decision.

9. Subpoenaed Records

- The school shall release student records to an entity or persons designated in a subpoena. A reasonable effort will be made to notify the parent that a subpoena has been received requesting access to their student's records. American Leadership Academy shall not disclose to any person the existence or contents of the subpoena if a court orders the school to refrain from disclosure.

10. Records Responsibility for Students with Disabilities

- The official responsibility for ensuring the confidentiality of any personally identifiable information in records students with disabilities shall be the Coordinator/Director of Special Education.

11. Fees for Copies

- No fee shall be charged to search for or to retrieve the education records of a student. A fee may be charged for copies of education records that are made for the parents to students under this policy provided that the fee does not effectively prevent them from exercising their right to inspect and review those records. Hardship cases shall be dealt with on an individual basis.