



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

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Contact Person:  
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**ACTION BY:**  
For Information  
Only

TO: All Principals

FROM: Ann Killets, Chief Academic Officer *AK*

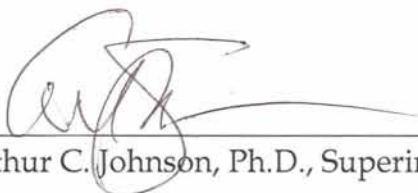
SUBJECT: **UPDATED STUDENT RECORD FOLDER PROCEDURES**

Attached is an updated version of the instructions for the Cumulative Record Folders (CRF). Please note that the update was necessary because of a change in handling the CRF for students who are attending an alternative school. The procedure on page 2 for sending records to an alternative school is the only change in the record procedures.

ACJ:AK:AA:JK:lm

Attachment

Approved:

  
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Arthur C. Johnson, Ph.D., Superintendent

# ACTIVE STUDENT RECORDS PROCEDURES

## Cumulative Record Folder

*Every student enrolled in school must have a Cumulative Record Folder (CRF).*

### Category A Information

This is permanent information contained in the student educational records. After a student graduates high school or withdraws from our school district, the CRF is kept at the last school attended for three years, and then the category A information is sent to the Records Management Office.

Category A information contains:

- Student's full legal name
- Authenticated birth date, place of birth, racial/ethnic category and sex
- Last known address of student
- Name of student's parent or guardian
- Name and location of last school attended
- Date enrolled and date withdrawn
- Number of days absent and present per year
- Courses taken and record of achievement
- Date of graduation or program completion

### Category B Information

This is important educational information that is to be kept with the CRF. It goes from school to school with the student, and is to be destroyed per the annual Records Disposal Certification.

### Separate Folders

Our district keeps some information in folders, which are housed away from the CRF. The CRF has a space where boxes are checked to indicate which folders are being kept elsewhere. The school must put a red dot next to the date of birth to indicate that there are separate folders. These may include: 504 folder, ESE folder, LEP folder, and a School Based Team folder. These folders follow the student from school to school, but are not sent to Records Management for permanent storage. When the student withdraws or graduates, follow the annual Records Disposal Schedule Certification for disposal procedures.

### Access to the CRF

The following people may request access to a CRF: parents/guardians unless a court order is on file to suggest otherwise, law enforcement agencies including the Department of Juvenile Justice, the Department of Children and Families (DCF), other educational institutions, and students of 18 years or older. The aforementioned groups may request to review the CRF and schools must comply. The review may include answering questions or making copies. Requests should be honored in a timely manner and take no more than 30 days. Requests from subpoenas should be directed to Dominique Hyppolite in the Department of Supplemental Educational Services, FHESC, Suite #C-124. He can be reached at (561) 434-7330 or PX-47330.

### Charges for Copying Pages from a CRF

Per page charge should not exceed fifteen cents except for an additional five cents per page for two sided copies (total per page charge = 20 cents). A maximum of \$1.00 per document may be charged for a certified reproduction of a record.

Whenever student information is requested, released or reviewed, the student Educational Records Request Disclosure Log (PBSD 0270) must indicate who requested information, and the date it was requested. Whenever student information is released to an organization or individual, other than the parent/guardian or adult student, the law requires a school to provide a written notification to the organization or individual stating that the data cannot be released in a personally recognizable, identifiable form to any other party without first obtaining the consent of the parent/guardian or adult student.

### **Transferring Records**

#### Within Palm Beach County

- Within Palm Beach County, the entire original CRF shall be sent to the requesting public school, including charter schools.
- Alternative Schools – The entire original CRF shall be sent to the requesting alternative school that is a public school within Palm Beach County serving students as an academic intervention, except ERC. ERC should receive a copy of the CRF. A list of academic intervention sites can be obtained from the Department of Dropout Prevention/Alternative Education. All contracted sites and sites to improve behavior should receive a copy of the CRF. The original CRF for students at contracted or behavioral sites should remain at the sending school.
- If the CRF is sent to the middle school or high school and the student does not enter during the first nine weeks of the school year, the CRF shall be returned to the sending school and retained in the inactive file.
- When the student moves from one school to another, each of the items listed on the CRF in Section 2a – Checklist shall be enclosed in the CRF. If additional folders are checked in Section 1, those corresponding additional folders shall be sent along with the CRF.
- Non-required student information such as student artwork, workbooks, etc. may be given to the student upon withdrawal and shall **not** be sent with the CRF.

Upon receipt of the transferred CRF, the receiving school shall complete Section 3a, writing in the school name and the student's entry date.

#### To a public middle school in the School District of Palm Beach County

The K-3 Reading and Writing Assessment should be purged prior to transfer. The school should purge the grades 4 and 5 Reading and Writing Assessment when the student completes grade 6. All other information remains in the CRF, including the additional folders. PBSD 1933, Student Records Transmittal/Receipt, may be used to record the transfer of records.

#### From grade 8 to grade 9 to a public school in the School District of Palm Beach County

All other information remains in the CRF. PBSD 1933, Student Records Transmittal/Receipt, may be used to record the transfer of records.

#### Private Schools, Out of Palm Beach County, or Out of State

- For students transferring to a private school or to a school out of Palm Beach County, a copy of all Category A and Category B materials shall be sent to the requesting school. This shall include copies of the CRF and **TERMS screen prints**.
- If additional folders are checked in Section 1, copies of those corresponding folders shall be sent along with the CRF.

The **original** CRF and any corresponding additional folders shall be retained in the inactive file of the sending school.

The transfer of student records shall be made immediately upon receiving a signed written request from an adult student, the parent or guardian of a student under 18 or an educational institution in which the student seeks to enroll. It is not necessary to obtain parental permission before responding to a request for records from the officials of a school in which the student is enrolled or seeks to enroll. The request is considered evidence of the parent's permission.

Other requests for transfer of student records must be authorized in writing by the parent, guardian or adult student. File the signed release form in the student's cumulative folder at the school.

**The transfer of student records shall not be delayed for nonpayment of a fee or fine assessed by the school.**

For CRFs of inactive students, follow the procedures outlined in the annual "Preparing Student Records for Permanent Retention" and the Records Disposal Certification. For more information on "inactive students records", contact Records Management, FHESC, Suite B-257, (561) 434-7420 or PX-47420.

For more information on "active students records" (students currently enrolled in the district), contact Dominique Hyppolite in the Department of Supplemental Educational Services, FHESC, Suite C-124, (561) 434-7330 or PX-47330.

Students Re-Entering Palm Beach County

If a student was enrolled in a Palm Beach County school within the last three years, the school shall request the CRF from the last Palm Beach County school attended. This will enable the school to receive the original CRF. The school shall also request the records from the last school attended out-of-district.

**Responding to a Subpoena or Court Order**

Palm Beach County has assigned a position of Student Records Specialist through the Department of Supplemental Educational Services to coordinate the processing of subpoenas and to represent the District as Student Records Custodian for trials and depositions. This Specialist requests records from schools; forwards them to attorneys; and testifies in court. He also assists the schools in securing proper identification for release of information on students.

Ninety-five percent of the student records subpoenas require a copy of any and all student records, including but not limited to, the student's health record, registration form, free and reduced meal form information, attendance record, transcript of grades, discipline record, and all other pertinent information pertaining to the student. The remaining five percent require specific information such as attendance (absence details) and/or discipline records for a student. A copy of the subpoena should be put in the student's CRF.

The following procedures should be followed when responding to court orders as well as subpoenas: Contact the Student Records Specialist at the District if you have any questions regarding these procedures.

Subpoena Procedures

The Student Records Specialist's role is to coordinate the processing of a student records subpoena, to represent the District as Student Records Custodian for trials and depositions and to assist in securing proper identification for release of student information.

Any subpoenas, addressed to school-based student Records Custodians or a person with the most knowledge, requiring information on student records, should be forwarded to the Student Records Specialist for processing. The in-school Records Custodian's responsibility is to forward the subpoena immediately to the Student Records Specialist either by PONY or by fax, and then prepare a copy of the records as directed in the subpoena and PONY to the Student Records Specialist. Seven to ten days are given by the Florida Statute to inform parents of the release of information on their children and to respond to the subpoena as directed. We may be in contempt of court by failure to furnish the records as requested and within a legitimate time frame.

Five percent to ten percent of all student records subpoenas have an attachment of a Notice of Intent to serve under Rule 1.351 and/or a certificate of service, as part of the subpoena—which means the parents

are already notified and have no objection to the records being released. Notification to the parent, guardian or adult student is not required at this point.

All subpoenas addressed directly to the classroom teacher, guidance counselor, principal or assistant principal that require knowledge of direct contact with a student, must be responded to by the person listed on the subpoena, not by the District Student Records Specialist.