

STUDENT RECORDS REGULATION**I. Responsibility**

It will be the Building Principal's responsibility to insure by reviewing annually a random sample of records at each grade level that a cumulative record is established, maintained and kept secure for each student assigned to the building. In the elementary schools, the classroom teacher typically will be delegated the responsibility for insuring that student records are current and accurate; in the secondary schools this responsibility typically will be delegated to the student's guidance counselor.

II. Maintenance

The following items, grouped into eleven areas, shall be included, when appropriate, in each student's record:

Area 1 - Personnel Identification Data

- a. Name of student
- b. Date of birth
- c. Evidence of birthday (First person to register student must see birth or baptismal certificate)
- d. Sex
- e. Residence of student
- f. Telephone number
- g. Month, day and year of school entrance
- h. Photograph (if available - first year student enrolls in school and grades 3,6,8,11)
- i. Social Security Number

Area 2 - Family Information

- a. Name of father
- b. Name of mother
- c. Name of guardian(s)
- d. Employers of parents or guardians and telephone numbers at work
- e. Siblings (all, not just those registered in school)
- f. Additions to or changes in family data
- g. Address(es) of parents or guardians
- h. Bilinguality of student (if applicable)

Area 3 - School Attendance

- a. Daily record of attendance
- b. Daily record of tardiness
- c. Daily record of excused absence
- d. Explanation of each absence, tardiness and excused absence
- e. Quarterly summary of student attendance, including tardiness
- f. Action taken on illegal absence
- g. Exemption from instruction (if applicable)
- h. Record of home instruction (if applicable)

Area 4 - Health and Physical Growth (Typically maintained in Health Office file and transferred with individual student records at transition points.)

- a. Name of family physician and telephone
- b. Health history of student
- c. Preventative measures and tests
- d. Results of and recommendations from:
 1. Medical examinations
 2. Dental health examinations
 3. Vision tests
 4. Hearing tests
- e. Significant temporary and permanent health factors
- f. Notes of school health service personnel
- g. In-school and out-of-school referrals
- h. Results of follow-up health conferences

Area 5 - Academic Record

- a. Subjects studied; quarterly academic grades and Regents exam grade where applicable
- b. Units by subject by school year (high school)
- c. Summer school credits
- d. Subjects and grades failed and subjects dropped
- e. Secondary school subject sequences
- f. Decile rank in graduating class
- g. Date of graduation

Reports related to participation in special services, such as:

- Reports of special educational services provided (reading, speech, psychological,* gifted program)
- Explanation of marking system
- Alternate curricula studied and grades received
- Cumulative record of learning enrichment teacher evaluations where appropriate.
- Cumulative record of evaluations of investigations from Learning Enrichment Program where appropriate.

Area 6 - Standardized Test Results

- a. Name of standardized test
- b. Form of test
- c. Level of test

*Psychological reports, Individual Education Plans and related documents will be kept in the student's individual pupil services team folder. Prior to transfer of records from elementary school to junior high school, or from junior high school to high school, Pupil Team Chairpersons and school psychologists will ensure that aforementioned documents are included in the individual pupil services team record.

Parents/Guardians may inspect and review psychological reports relating to their children. While test protocols are part of the student's record, test security and copyright restrictions of test protocols are protected. On written request by a parent or guardian, copies of protocols may be sent to certified or licensed professionals who are trained in interpreting psychological data.

- d. Month, day and year of test administration
- e. Initials of test administrator, scorer and/or recorder
- f. Test raw score, standard score, converted score, percentile rank, stanine
- g. Test results from other sources
- h. Remarks (unusual circumstances related to test administration)

Area 7 - Personal-Social Characteristics

- a. Student questionnaire information.

Area 8 - Accomplishments, Honors and Awards

- a. Accomplishments
- b. Honors
- c. Awards
- d. Background Information Form describing label of gifted student

Area 9 - In-School and Out-of-School Activities

- a. Participation in significant school extra-curricular activities
- b. Participation in significant out-of-school extra-curricular activities
- c. Significant hobbies and interests
- d. Marked or special talents
- e. Work experiences

Area 10 - Educational and Vocational Plans

- a. Student educational plans (counselor summary sheet)
- b. Student vocational plans (counselor summary sheet)
- c. Parent educational preferences for student (counselor summary sheet)
- d. Parent vocational preferences for student (counselor summary sheet)
- e. Cumulative record of objectives achieved from Individual Education Plans for gifted students including the current school year

Area 11 - Entry, Withdrawal and Follow-up

- a. Date of admission to school
- b. Grade of entry
- c. Place from which admitted
- d. Date of transfer, destination and reasons for transfer
- e. Date of withdrawal, destination and reasons for withdrawal
- f. Graduation data
- g. Educational institutions entered on school exit
- h. Occupation entered on school exit

The following forms or reports should be maintained in the individual student record, where applicable, at times when records are transferred and should be arranged in the order indicated:

- A From Elementary to Middle School:
 - 1. Cumulative Academic Record including record of achievement in programs for gifted and from LEP

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2. Yellow Permanent Record Card (prepared in elementary school)
3. Elementary Test Record
4. Elementary reading record
5. Notes of Suspension (within current year unless a pattern of suspension can be established)
6. Psychological, speech, reading and learning enrichment teacher reports
7. Summary of Parent-Teacher conferences and teacher comments and significant related parental correspondence
8. Student information worksheet
9. Attendance Cards
10. Updated registration form
11. Free lunch application (if applicable)

B. From Middle School to High School:

1. Yellow Permanent Record Card
2. Elementary academic record and middle school report cards and cumulative record of achievement from IEP's
3. Elementary and middle school test records
4. Notices of Suspension (within current year unless a pattern of suspension can be established)
5. Four-year plan sheet
6. Elementary and middle school psychologist, speech, and learning enrichment report
7. Student profile sheet
8. Summary by counselor
9. Counselor notes (including parent-teacher conference notes from elementary school and significant recent parental correspondence)
10. Attendance cards
11. Updated registration form (most recent)
12. Free lunch application

C. To Graduate or Left School Status:

1. Permanent Record Card (yellow card and elementary folder must be maintained for 50 years after graduation)
2. Attendance Cards - must be maintained for 50 years after graduation
3. The folder must be kept for a 6-year minimum and should include:
 - a. All transcripts of academic work
 - b. Report cards
 - c. One copy of letter of recommendation
 - d. Secondary school test record card
 - e. Composite student descriptive scale
 - f. Summary of counselor contacts
 - g. Health records - including Accident Reports from grades 9-12

III. Review of Record

Each student's record should be reviewed annually by the staff members having direct responsibility for the student's record. While information in addition to that indicated in Section II may be included, a determination by the staff member delegated responsibility for the student record as to the continued relevancy of such material should be made at least every two years and/or at transitional points in the student's educational career (grades 6,8,12.) Such additional information might include, but is not limited to, parental correspondence and notices of suspension or other discipline referrals.

V. Notification to Parents/Guardians and Eligible Students of Their Rights Regarding Records

The Office of Pupil Services shall be responsible for providing to parents/guardians and eligible students annual notice which includes, but is not limited to, the following information:

- a. the types of education records and information contained therein which are directly related to students and maintained by the institution;
- b. the name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access;
- c. the policies of the institution for reviewing and expunging those records;
- d. the cost (see Board of Education Policy 1120, item, 5) which will be charged to the parent/guardian or eligible student for reproducing copies of records. (Exception: One copy of the student's academic transcript will be provided to the parent/guardian or the student free of charge upon the student's transfer to another school or at the beginning of the senior year. Other transcripts will be provided free of charge as needed to accompany applications for college or employment.)
- e. the categories of information which the institution has designated as directory information.

V. Interpretation of Record

Building Principals will arrange for appropriate in-service activities to insure that staff members have the expertise necessary to provide appropriate interpretation. In the elementary school the classroom teacher will normally be responsible for the interpretation of the student record to those persons designated in the Board Policy as having a right to review an individual student record. In the secondary schools the guidance counselor will typically perform this function. Appropriate specialists normally should be present to interpret their reports. Thus, those persons wishing to review a student's record should do so by appointment. Students (as appropriate for their chronological age) should be aware of the type of information included in the individual student record. Parent programs, conferences between the parents/guardians and teachers, individual conferences between parents/guardians and counselor and between counselors and students offer good opportunity for orientating students and parents to the contents of the student record.

VI. Challenge of Record

Persons in parental relationship to a student who express concern about material contained in the individual student's record should be made aware of their right to challenge the record or records which they believe to be inaccurate, misleading or otherwise in violation of their privacy or other rights of the student. Any challenge is to be made in writing to the Building Principal and should include a statement of the reasons for the challenge. While the right of question does not, per se, imply an obligation upon responsible school personnel to make changes in the records, replies to formal challenges will be made in writing by the Building Principal within ten days of receipt of the challenge. Should the persons in parental relationship wish to pursue the matter further, their challenge may again be presented in writing to the District's review panel. This panel will be comprised of the Assistant Superintendent of Schools, one additional staff member, two parents and the District Director of Pupil Services who shall serve as the review panel's chairman. With respect to such challenges, parents/guardians and students shall be given the right to counsel, to present evidence and to cross examine witnesses. Further, parents/guardians will receive written notice of such proceedings and will be given reasonable time to prepare for them. Within two weeks of the formal hearing, the panel will present its findings and the reasons for making its determination to the persons making the challenge, to the student's Building Principal and to the Superintendent of Schools.

Note: Prior regulation, Student Records - Confidential, 5125(a)-(g)

October 24, 1989
February 24, 1986
March 25, 1991
April 15, 1975
June 21, 1999