

**STUDENT RECORDS**

**FILE: JRA**

**TITLE: Proper Use of School Records**

**POLICY:**

- (1) Student directories, teacher's registers, class record books, registration cards, permanent records, and similar school records shall not be used to provide information to any person outside the school staff, except as provided in this policy in the sections titled The Permanent Cumulative Student Record, and Directory Information, without the permission of the Superintendent or designee.
- (2) When required for the purpose of providing district services the names and addresses of students shall only be given or sold to a private or commercial agency by the school or any school-related group upon the approval of the School Board of Orange County, Florida ("Board") and with a contract establishing provisions which protect and secure student data from further release..

**SPECIFIC AUTHORITY:**

Sections 1001.51 and 1002.22, Florida Statutes

Rule 6A-1.0955, Florida Administrative Code

**STUDENT RECORDS – cont'd**

**FILE: JRA**

**TITLE: Legal Name of Student**

**POLICY:**

A parent/legal guardian or any person who seeks to enroll a student under a name other than the student's legal name or seeks to change the name of a student already enrolled shall be informed that the name of the student as recorded on the birth certificate or other supporting evidence as prescribed in Section 1003.21, Florida Statutes, shall be used until or unless a final court order verifies a legal name change.

**SPECIFIC AUTHORITY:**

Sections 1001.41 and 1003.21, Florida Statutes

**TITLE: The Permanent Cumulative Student Record**

**POLICY:**

- (1) A permanent cumulative record shall be maintained for each student who is enrolled in the district. State Board of Education Rule 6A-1.0955 and applicable Florida Statutes shall be followed when entering student

information in the record, including use of the prescribed forms.

- (2) The principal or designee shall provide directions for instructional and/or classified personnel on record maintenance and access to information pursuant to federal laws, Florida Statutes, and State Board of Education Rules.
- (3) Personally identifiable records or reports of students may be released to persons or organizations without the consent of the student or parent/legal guardian only as provided in Section 1002.22, Florida Statutes.
- (4) District guidelines may be adopted by the Board to implement the recording and classifying of information.
- (5) Copies of records of students withdrawing or enrolling in other public schools in the district or transferring to another school within Florida or out of state shall be transferred to the enrolling school upon request from the receiving principal. The transfer of student records shall not be delayed for nonpayment of a fee or fine assessed by the school.
- (6) The principal and the Records Management Department are authorized to assess a charge for reproduction of student records or transcripts as set forth in Policy EHB.
- (7) Each school shall provide to parents/legal guardians and eligible students annual notification of their right of access to student records, right to a copy of the record, right of waiver of access, right to challenge information contained in the record, right to a hearing, and right of privacy. This annual notification shall also include those categories of personally identifiable information designated as directory information.
- (8) Student records shall be exempt from the provisions of Section 119.07(1), Florida Statutes.

**SPECIFIC AUTHORITY:**

Sections 119.07; 1001.42; 1001.52; 1001.54;  
1002.22; 1003.25; 1012.28, Florida Statutes

Rule 6A-1.0955, Florida Administrative Code  
20 U.S. Code §1232g

**TITLE:** Discipline Records

**POLICY:**

A student's discipline records shall be maintained in the student information database.

**SPECIFIC AUTHORITY:**

Sections 1001.42; 1001.54; 1012.28, Florida  
Statutes

**TITLE:** Directory Information

**POLICY:**

Students and their parent(s)/legal guardian(s) shall be notified annually in the Code of Student Conduct and in a school's handbook that the Board may release directory information to the general public.

- (1) In accordance with the Family Educational Rights and Privacy Act ("FERPA"), and the federal regulations issued pursuant to FERPA, "directory information" includes the following data about a student:
  - (a) name;
  - (b) address;
  - (c) telephone number, if listed;
  - (d) participation in officially recognized activities and sports;
  - (e) weight and height, if an athletic team member;
  - (f) name of the most recent previous school or program attended;
  - (g) dates of attendance at schools in the district;
  - (h) diplomas, certificates, and honors received;
  - (i) date of graduation; and
  - (j) date and place of birth.
- (2) Information described in subsections (1)(a), (d), (e), (f), and (g) herein may be published routinely by the Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
- (3) Directory information may be released without the consent of the student or the student's parent/legal guardian to persons or organizations defined in Section 1002.22, Florida Statutes.
- (4) Directory information shall not be published when a student's parent/legal guardian submits written notification to the principal within ten (10) days of distribution of the Code of Student Conduct. Failure on the part of the parent/legal guardian to advise the student's principal within the timeframe indicated shall be deemed a waiver of any right to preclude release of such directory information pursuant to the Florida Statutes and/or federal laws.
- (5) In accordance with Section 119.07(3)(k), Florida Statutes, the names and directory information pertaining to children of active or former law enforcement officers, investigative personnel of the Department of Health and Rehabilitative Services, firefighters, justices and judges, and other categories of officials, are exempt from disclosure. If such a parent/legal guardian makes a written request to the school that information not be released by the school without parental/legal guardian consent, the school shall not release such information.

**SPECIFIC AUTHORITY:**

Sections 119.07; 1002.22; 1006.07, Florida Statutes

**TITLE: Person Standing In Loco Parentis to Student**

**POLICY:**

When students are under eighteen (18) years of age and do not reside with a parent/legal guardian, the parent/legal guardian shall designate in writing to the principal the individual who stands in loco parentis to the student. No student shall be denied admission based upon the failure of the parent/legal guardian to provide such designation.

**SPECIFIC AUTHORITY:** Section 1006.07, Florida Statutes

**TITLE: Access to Student Records**

**POLICY:**

- (1) The following persons have access to student records: Board members, Superintendent and staff, professional staff of the school, Records Management Department staff, clerical and secretarial staff designated by the principal, the parent/legal guardian of the student, an eligible student, and other persons authorized in writing by the parent/legal guardian or eligible student except in cases where other professionals have legitimate educational or legal interest in student records as specified in the student record procedures.
- (2) In cases where a parent/legal guardian does not have custody, the school principal shall presume that the parent/legal guardian has the right to inspect and review the records of the student unless the school has been provided with evidence that there is a legally-binding instrument or court order which provides to the contrary.

**SPECIFIC AUTHORITY:** Sections 1002.22 and 1006.07, Florida Statutes  
Rule 6A-1.0955, Florida Administrative Code  
20 U.S. Code §1232g

**TITLE: Right to Contest the Contents of Student Records**

**POLICY:**

A parent/legal guardian shall have the right to contest the contents of their child's student record. This right shall provide for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data. Procedures for challenging the content of student records shall be developed as directed by the Superintendent.

**SPECIFIC AUTHORITY:**

Sections 1001.51 and 1002.22, Florida Statutes

Rule 6A-1.0955, Florida Administrative Code

20 U.S. Code §1232g

**TITLE:** Release of Student Discipline Records

**POLICY:**

- (1) In accordance with the Family Educational Rights and Privacy Act (“FERPA”) and the federal regulations issued pursuant to FERPA, an agency, as defined in Section 1002.22, Florida Statutes, or a public school, center, institution, or other entity that is part of Florida’s education system under Section 1000.04(1), (3), or (4), Florida Statutes, may release a student’s education records without written consent of the student or parent/legal guardian to parties to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities, and other signatory agencies. The purpose of such an agreement and information sharing is to reduce juvenile crime, 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 and in-school and out-of-school suspensions, and to support alternatives to in-school and out of-school suspensions and expulsions, which 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.
- (2) Information provided in furtherance of an interagency agreement is intended solely for use in determining the appropriate programs and services for each student or the student’s family, or for coordinating the delivery of the programs and services, and as such is inadmissible in any court proceeding before a dispositional hearing unless written consent is provided by a parent/legal guardian on behalf of the student.

**SPECIFIC AUTHORITY:**

Sections 1000.04 and 1002.221, Florida Statutes

20 U.S. Code §1232g

ADOPTED: 10/12/2010

REVISED: 06/11/2019