

# RECORDS MANAGEMENT OFFICE

## STUDENT RECORDS PROCEDURES MANUAL

Tishangi Bennett – Records Program Manager



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# Introduction

Since the beginning of this century the concept of individual privacy has been steadily expanding in American law. The effect of this growth on the educational field has been pronounced.

Confidentiality of student records is an essential responsibility. This task is governed by a federal law known as FERPA (Family Educational Rights and Privacy Act) or the Buckley Amendment. Senator James Buckley authorized this legislation which was designed to extend federal civil rights protection to educational records maintained by public schools and other educational agencies.

What constitutes a student record? Any written or documentary material about a student maintained by a school is a student record according to the law. These records include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions and/or academic progress. It doesn't matter where the record is kept or in what form.

These records are required to be kept in compliance with the state guidelines or retention schedule. The records retention schedule is the required period of time the documents must be stored, maintained or destroyed. The length of that retention period will determine in part the access, maintenance, and migration of these records. Accessibility is a critical element.

The Records Management Office provides a service to our schools and departments to ensure that proper compliance and adherence to the law is maintained. Please feel free to contact the Records Program Manager – Tishangi Bennett @ 404-669-8996, Angela Lane 404-763-5542 or Jennie Frederick 404-763-5541 with any questions you may have regarding the maintenance, transferring, storage and destruction of student records.

Ref: A Legal Memorandum, The Student's Privacy – Jan 1983

# **FERPA SUMMARY**

## **STUDENT RECORDS**

by

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Any discussion of confidentiality of student information must start with the Family Educational Rights and Privacy Act or FERPA as it is commonly called. The provisions of FERPA apply to any institution which receives federal education funds.

FERPA specifically guarantees that parents have the right to inspect and review the education records of their children.<sup>1</sup> Parents also have the right to inspect and review records of the State Department of Education. This right belongs to either parent, even if that parent no longer has legal custody of his or her children. It also is guaranteed to a parent who might be incarcerated or in another state or country. The only time any parent would not have access to records is if a court order specifically revoked the right of the parent to review educational records. Note it is the right to review educational records, not the right of custody which must be revoked. Parents may also give written consent that another person, such as a step-parent, has the same FERPA rights as they have.

“Parent” also includes a guardian or an individual acting as a parent in the absence of a parent or guardian. This right to inspect and review records transfers to the student at age 18.

Parents have the right to inspect and review the education records of their children. These would include any information recorded in any way including video and audio tape, as well as written material. Any information maintained by the educational institution which is directly related to the student is covered.

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<sup>1</sup> O.C.G.A. §20-2-720 contains a very similar provision to FERPA, guaranteeing a parent’s right to inspect and review his or her child’s education record.

One important exception is commonly referred to as the teacher's note exception. Records of instructional, supervisory and administrative personnel, which are kept in the sole possession of the person making the notes and are not revealed to anyone else (other than temporary substitutes) are not considered to be educational records to which parents have guaranteed access. It is important to note here that counselor and psychologist records are considered part of an educational record. Thus, they are not exempt from FERPA's requirement. For the "teacher's notes" exemption to apply to counselor's records the notes taken by the counselor must be kept apart from all other student records and the information may not be shared with other persons. Testing protocols are copyrighted materials and cannot be copied and distributed. Parents could be allowed to review testing protocols with a qualified examiner, who can answer questions and provide appropriate test interpretations, without being provided a copy of the protocols.

Once a parent requests to inspect and review his or her child's education records, the school system must comply within 45 days. If the parent cannot actually come to review the records, the school system must provide a copy or make other arrangements. The system cannot destroy records if there is a request outstanding. The system can charge a fee to copy the records, but may not charge a fee to retrieve the records. If the cost effectively prevents a parent from inspecting the records, the system may not charge.

Under FERPA, a parent not only has the right to inspect or review records, he or she also has the right to request that the records be amended if the parent believes they contain information that is inaccurate, misleading, or in violation of the student's right of privacy. If the school does not agree to amend the records, the school must notify the parent of his or her right to a hearing. If the parent decides to request a hearing, the school must hold the hearing within a reasonable time. The hearing may be conducted by anyone who does not have a direct interest in the outcome of the hearing. The parent must be given a full and fair opportunity to present

evidence. The educational agency must make its decision in writing, based solely on the evidence presented at the hearing. The decision must include a summary of the evidence and the reason(s) for the decision.

The right to challenge an educational record, however, does not grant to a parent the right to contest the grade a teacher assigns to a student. FERPA gives parents the right to challenge a record in which a grade had been improperly recorded, but parents cannot contest whether the teacher should have assigned a higher grade.

In addition to guaranteeing a parent's right to his or her child's record, FERPA offers one other important protection to the student and his or her parent. FERPA provides that a school system may not disclose personally identifiable information about the student without a parent's signed written consent.

Personally identifiable information about a student includes, but is not limited to:

- (a) The student's name
- (b) The name of the student's parent or other family members
- (c) The address of the student or the student's family
- (d) A personal identifier, such as the student social security number or student number
- (e) A list of personal characteristics that would make the student's identity easily traceable or apparent.
- (f) Other information that would make the student's identity easily traceable.

Parental consent must be obtained before information may be released to anyone other than the student's parent

There are some exceptions to this rule and it is important that school officials be aware of the few circumstances where information about a student can be released to a third party without the parent's consent. A school may disclose personally identifiable information about a student without parental consent under the following conditions:

- (1) The disclosure is to other school officials, including teachers within the school, whom the school district has determined to have legitimate educational interests. State Board of Education Regulation 160-1-3-.03(I) states that a local system shall not disclose medical information about a student or employee with an HIV infection or other communicable diseases without the consent of the employee or the student or his or her parent or guardian.
- (2) The disclosure is the officials of another school or school system where the student seeks or intends to enroll.
- (3) The disclosure is the authorized representatives of state and local educational authorities or federal educational officials.
- (4) The disclosure is in connection with financial aid if the information is necessary for the receipt of the aid.
- (5) The disclosure is to State and local officials if state statutes allow reporting or disclosure concerning the juvenile justice system. It is important to note here that in Georgia, The Department of Juvenile Justice (DJJ) is considered to be a school system. Thus, records can be transferred to and from DJJ without parental consent under exception number 2.
- (6) The disclosure is to organizations conducting studies for, or on behalf of educational agencies or institutions to develop, validate or administer tests, administers student aid programs or to improve instruction. The term “organizations” includes, but is not limited to include federal, state and local agencies and independent organizations. Such studies must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization. In addition, the information must be destroyed when no longer needed.
- (7) The disclosure is to accrediting agencies.

- (8) The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code. This would allow student information of students who are 18 and over to be released to their parents, if their parents are claiming them as dependents for tax purposes.
- (9) The disclosure is to comply with a judicial order or subpoena as long as the school system makes reasonable attempts to notify the parent of the subpoena in advance of compliance. If the school system initiates legal action against a parent or student and has attempted to notify the parent, it may disclose student information without a court order or subpoena.
- (10) The disclosure is in connection with a health or safety emergency. This exception should be strictly construed and is intended to apply to those situations where it is necessary to protect the health and safety of a student or other individuals.
- (11) The disclosure is designated as “directory information.” This will be discussed later.

These exceptions identify the specific conditions under which a school system may disclose personally identifiable information without parental consent. However, the school system is not required to disclose information under these circumstances and may use its discretion if it feels disclosure is not warranted, or if it wants to notify the parent that the information is being disclosed.

As mentioned, one exception to the parental consent requirement deals with the release of directory information. Directory information is information which would not be generally considered harmful or an invasion of privacy if disclosed. This could include such information as name, address, telephone listing, date and place of birth, major field of study, participation in extracurricular activities, weight and height of members of athletic teams, dates of attendance, degrees or awards received, . In order to disclose information of this type, a school system must have a policy defining the types of personally identifiable information that the school wants to

designate as directory information. Parents must be given notice of this policy and be given the right to refuse to allow directory information about their children to be released without their prior written consent. The policy must also contain a period of time parents have to notify the district that they do not want directory information to be released.

School systems are not required to publish any type of directory information, but any system which contemplates routinely releasing information about student, such as student accomplishments or student athlete ages and measurements should have a directory information policy.

Questions are often raised about disclosing personally identifiable information to case workers of the Department of family and Children's Services (DFCS) and others involved in the child welfare system. As you can see from the exceptions above that there are no exceptions for DFACS. Thus, schools have to get parental permission before releasing information to DFACS.

Local school systems are required to annually notify parents of their rights under FERPA. The notice needs to specify the procedure by which parents can exercise their rights to inspect and review education records. The notice must contain the procedure for requesting amendment of the records and must contain the procedure designating who in the system has legitimate educational interests to review student information. This notice must be effectively provided to parents with disabilities and to parents who speak a language other than English.

Special education records follow the same procedures and are afforded the same protections as FERPA gives to other records. One additional procedure which must be in place for special education records requires schools to inform parents when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance

record, classes attended, grade level completed and year completed may be sustained without time limitation.

FERPA is designed to address perceived abuses by school districts regarding either (a) withholding from parents information from their student's school records, and/or (b) disclosing student information to third parties about students. The Family Policy Compliance Office is charged with the responsibility of enforcing FERPA. Ultimately, federal funds can be withheld from any system which violates FERPA's provisions.

## **Records Coordinators Responsibilities**

Each year, principals are asked to name a Student Records Coordinator who will be responsible for the accurate and up-to-date maintenance and processing of student permanent records.

Briefly, some responsibilities this person is expected to assume are listed below. Please remember that although you may not be the person that will handle each of these items, as the Student Records Coordinator, you are responsible for informing employees of proper procedures and ensuring that they are followed correctly.

1. **Make sure that the permanent record folder is completed properly: With all necessary documents included such as signed transcript, attendance, etc. (See page 26 & 27)**
2. **a. Supply data clerk with correct and complete data on entries and withdrawals (courses taken and grades earned, previous schools attended, etc.)If student withdraws, make sure to use the most recent withdrawal form and that it is completed properly.**  
**b. Make sure that the printed transcripts are checked carefully and signed.**
3. **Make sure that a final transcript (along with interpretation page if HS) attendance, up to date immunization, standardized testing information which includes gifted eligibility report (if applicable), are included in the permanent.**
4. **Ensure confidentiality of student records as described in Board procedures. (Student Records – JR)**
5. **If student received special education services and you receive a request that specifically indicates “special education” records, you may forward the school SEC confidential file along with any other records being sent.**

Since records are being transferred directly by the schools and will not be checked by anyone in the Records Management Office, it is extremely important that the school-named Records Coordinator be a knowledgeable individual who can ensure that each student's record is a true account of the student's academic work and attendance.

# Types of Student Records

There are several different types of student records, each one with their own retention schedule. What is a retention schedule? A retention schedule is a set of instructions prescribing how, where and in what format a record series should be kept.

**Here are just a few commonly used by Records Coordinators:**

| <u>Name of Record</u>            | <u>Years retained</u>                                 | <u>State record Title &amp; Retention Number</u> |
|----------------------------------|---|--|
| Student Permanent Record Folders | Perm  | Student Records<br># 83-744                      |
| Student Guidance Folders         | Useful life   | Reference Files<br># 03-010                      |
| Reports Cards                    | 5 years   | Grade Reports<br># 83-722B                       |
| SST Folders                      | Until no longer needed to Provide services to student | Student Support Team<br># 13-041                 |
| ESOL Folders                     | 5 years   | Limited English<br># 13-023                      |
| Records Checksheets              | 4 years after transfer                                | Student Transfer<br># 13-042                     |

## Maintenance of Student Permanent Records

The retention for Permanent Records Folders is permanent. A student's permanent record consists of documents pertaining to an individual student that **must be maintained permanently**. Because student records are vital records, it is recommended that they be kept in a fireproof file or vault in your school. There are several items that should be in each student's permanent record folder they are as follows:

- Computer Transcript (printed of FC logo paper, signed and dated)
- Interpretation Page (HS)
- Withdrawal form completed with w/d grades (if withdrawal during the school year before or after a grading period).
- Attendance Summary Report (ATD 42 ES) (APT 13 MS/HS)
- Report Card (elementary schools, if student withdraws after grading period)
- Immunization Records
- Standardized Testing Information which includes the *Blue Test Record Card*, *GA CRCT* summary sheet, (if applicable and there is no label), *EEOCT* results, and *ESOL testing summary & student profile*. **All test labels must be affixed to the test card.**
- DCI – Gifted Eligibility Report (if applicable)

### **An in-depth explanation of documents in student permanent records is as follows:**

**Computer transcript** – Each student that completes the school year should have final a computer transcript in their permanent record folder. The transcript must be signed and dated, printed on Fulton County logo paper, and for HS students transcripts must also have the raised school seal and include an addendum page or interpretation page. Exception to this is for Pre-K students, because there are no grades given in Pre-K, they will not have a transcript, a copy of the demographic page in SASI is to be placed in the permanent record folder which will show the name, address, phone number, parents' name, social security number & grade level for these students.

**Withdrawal Form** – When a student withdraws from a school during the school year, after or before a grading period ((ES, MS and HS), a withdrawal form (the most current format) is to be completed for this student. A legible copy of this form is to be placed in the student's permanent record folder. The folder is then placed in your "withdrawal file" and remains at your school until you receive a request from another FCS, or notice from the Records Management Office to submit the records.

**Attendance Summary Report** – Each student at the end of the school year or if they withdraw should have an attendance summary placed in their permanent record folder. (ATD 42 for ES) (ATP 13 for MS/HS) Please refer to the SASI Companion Guide on printing these reports. This report is not cumulative therefore should be printed at the end of each year for each student in the school.

***Student Report Cards*** A copy of the report card is stored in the permanent record folder of any ES student that withdraws after a grading period. Report cards for ES students that complete the school year are not stored in their permanent record folders; a transcript should be put in the PR for these students. The school copies of the student report cards and progress reports should be filed together by homeroom and by school year, and stored in a fireproof vault and retained in the schools for five years (retention schedule ref # 83-722B).

***Immunization Records*** – State law requires that a current Georgia Certificate of Adequate Immunization be on file for each student. If these records are stored outside of the student’s permanent record folder while the student is active at your school, they must be kept in a secure location. Once a student withdraws or graduates their immunization records should be placed in the student’s permanent record folder. Please refer to the Student Health Services Manual for information concerning these required documents and all student health issues or contact the Student Health Services Department at 404-305-2178.

***Testing Information*** - A blue Fulton County Test Record (Form 66) should be made for each student when test results are available for recording. Test labels should be affixed in chronological order on the blue test card. High schools should make sure that all GHSGT, SAT, and ACT test labels are affixed to the blue test card along with any other standardized test labels. For any tests that do not have a label or scores printed on the transcript, (Georgia Criterion-Referenced Competency Test (CRCT) and the End of Course Test), summary sheets for these tests should be filed in the permanent record folders. Result sheets for tests taken with labels should be filed by year and kept for four years (retention schedule ref # 83-736). Any test scores from tests taken in other school systems should be kept in the student’s guidance folder. Any pertinent data (test information, etc.) that may be received after a student has withdrawn should be filed in the permanent record folder in the withdrawn file. If a record has been forwarded to another Fulton County School, the original data should be forwarded directly to the new Fulton County School to be placed in the permanent records folder.

***DCI Gifted Eligibility*** – The Data Collection Instrument – DCI for eligible or ineligible gifted students are to be filed in the permanent record folder. The DCI report is the only document for the gifted program that should be in the permanent record folder. All other gifted information should be kept for 4 years (retention schedule ref # 13-020). Please contact Amy Barger in the TAG at 404-763-6811, office with any questions.

## Guidance/Reference Folders

Guidance/Reference folders are to be maintained for all elementary, middle and high school students. These folders can be used to store documents concerning the student that are not stored in the permanent record folder. The guidance folder should accompany the permanent record folder and follow the student within Fulton County Schools. Upon withdrawal or graduation, the guidance folder may be offered to the parent /student. **They are not be submitted to the Records Management Office with the permanent record folders.** Please refer to the retention schedule (ref # 03-010)

The following items should be placed in the guidance folder:

- Ear, Eye & Dental Records
- Birth Certificate/Immigration Certificate (if available)
- SST Notification Form (if applicable)
- ESOL Notification Form (if applicable)
- Legal Guardianship Documents
- Legal Name Change Documents
- Request from other school systems
- Copy of Social Security Card (if available)
- Registration/Enrollment Information
- Records from other school systems

***Ear, Eye & Dental Records*** - and a Georgia Ear, Eye and Dental Screening Certificate must be on file for all students. If these records are stored outside of the student's permanent record folder while the student is active at your school, they must be kept in a secure location. Once a student withdraws or graduates the ear, eye and dental record is to be placed in the guidance file. Please refer to the Student Health Services Manual for information concerning these required documents and all student health issues or contact the Student Health Services Department at 404-305-2178.

***Birth Certificates/Immigration Certificate*** and other legal documents such as ***Legal Name Change and Legal Guardianship***

***SST Notification Form*** –Students with red SST folders should have a SST notification form (properly completed giving school name and location within the school) this notification form will indicate that a red SST folder exists for the student and where it can be located.

***ESOL Notification Form*** - ESOL Students should have an ESOL notification form completely filled out. This notification form will indicate that the student has been tested for ESOL and will indicate the location of the yellow folder.

***Records/Requests from other school systems*** – Any records received from other school systems outside Fulton County, should be kept in the guidance folder. When requests are made from outside Fulton County Schools for student records copy the contents of the student’s permanent record and send the copies to the requesting school. Place a copy of the request received from other school systems in the guidance file with the date of when records were sent.

***Copies of Social Security Cards or Waiver*** – (if provided) this is used for verification of social security numbers.

***Registration/Enrollment Information*** - Any enrollment documents such as enrollment forms, proof of residence, affidavit of residence forms, etc.

***Student Related Correspondences*** – Copies of letters sent to parents or other staff regarding a student.

## Other Student Records with retention

### Discipline Records – 7 year retention (Ret # 83-740)

***Discipline Report/Letter*** – (Middle and High Schools) Discipline is required for every student entering 7-12 grade, therefore while a student is within Fulton County Schools, the discipline is available in SASI. Upon withdrawing, discipline must be printed (DIS 01) and sent along with a copy of the student's records. However if the student does not have any discipline records, a letter stating this should be printed on the schools letterhead and sent along with the student records. Do not stamp or write anything on the official transcript concerning discipline records. Discipline records from every school the student attended (grades 7-12) must be kept. This includes discipline records from other school systems.

### SST Records

Student Support Team records – Retention for these records are until no longer needed to provide services to the student which is one year after graduation or until the student turns 22 which ever comes first (retention schedule ref # 13-041). Individual student records for students referred to the Student Support Team should be maintained in the red SST folder until eligibility for special education is determined. If a student is found to be ineligible for special education, the SST records should remain in the red folder. If the student is found to be eligible, a confidential folder will be created in which all SEC and SST records will be maintained. 504 records should be filed with the red SST folder. Both SST and 504 records are to be maintained at the school. If a student withdraws and goes to another FC school or is promoted and has a SST folder, that folder is to accompany the student's PR & Guidance Folder to the next FC school. ***These records should not be submitted to the Records Management Office with the permanent record folders.*** The retention on the 504 folders is the same as the SST folders. Contact Brie Paraham - Instructional Support at (404) 763-6802 with any questions.

### ESOL Records

English for Speakers of Other Languages - the retention for these records is five years. Individual student records for students enrolled in ESOL should be maintained in the ESOL folder at the school. These records should not be submitted to the Records Management Office with the permanent record folders. Please refer to the retention schedule (ref # 13-023). Contact the Foreign Language Department at (404-763-6827) with any questions.

## TRANSFER OF STUDENT RECORDS

The State Board of Education and Georgia law (OCGA 20-2-670c) mandates that schools mail or otherwise delivers all requested student records to the requesting school or school system within 10 calendar days.

### Requests for Entering Students

When a student **enters** a Fulton County school **from another school system**, a request for copies of the permanent record (including immunization certificate and other information) should be mailed directly to the school the student formerly attended. Elementary schools should use a Records Request Card (SS-26/Form 108). Middle and high schools should use an Academic and Disciplinary Records Request Form (SS-25/Form 126).

When a student **enters from another Fulton County School**, a Records Request Form (SS-32/Form 110) should be completed and sent immediately to the previous Fulton County School to obtain the student's records. *After the student record folders are received, it is the responsibility of the receiving school to verify the completeness of the records and to obtain any missing information from the sending school.*

### Requests for Withdrawn Students

#### **Student has withdrawn to go to another FCS:**

When a Records Request Form (SS-32/Form 110) is received from **another Fulton County school (including Fulton County Charter Schools)**:

1. The permanent record folder is to be pulled from the "Withdrawn File".
2. Availability of items in the folders is to be checked in Section B.  
(Please note: due to the fact discipline is available in SASI, it is no longer necessary to send discipline records to other Fulton County Schools. If the student does not have a discipline report then a "no discipline" letter must accompany the record.)
3. Pull guidance folder and SST folder (if applicable) check items included in Section B.
4. The request form is signed and dated by the sending school.
5. The original permanent record folder, guidance folder & SST/504 folder (if applicable), ESOL folder (if applicable) is forwarded directly to the new **Fulton County School** through the school mail. The yellow copy of the request form (SS-32/Form 110) should be attached to the front of the record. The sending school should retain the white copy of the request form for 7 years.

## **Withdrawn student attending a school outside Fulton County**

When a records request is received from **a school outside the Fulton County school system:**

1. The permanent record folder & guidance folders are pulled from the “Withdrawn File”.
2. Make **copies** of the items from both the permanent record & guidance folders including the following:
  - Computer Transcript (printed of FC logo paper, signed and dated)
  - Interpretation Page (HS)
  - Withdrawal form completed with w/d grades (if withdrawal during the school year (ES) or grading period (MS and HS)
  - Attendance Summary Report (ATD 42 ES) (APT 13 MS/HS)
  - Report Card (elementary schools, if student withdraws after grading period)
  - Immunization Records
  - Blue Test Record Card (including the GA CRCT summary sheet, if applicable, EEOCT results) all test labels must be affixed to the test card.
  - DCI – Gifted Eligibility Report (if applicable)
3. All copies should be sent by U.S. mail (***not faxed***) to the new school.
4. The date the records were mailed should be written on the request and it should be placed in the back of the student’s guidance folder for future reference. The permanent record folder (with proper documents included) should be returned to the “Withdrawn File”.

**\*Original permanent record folders do not leave our school system. You must send copies of the records to schools outside our school system.**

Records are **not** to be sent without a written request from the parent or new school. They cannot be requested by phone. You can accept a faxed request, but the records should be mailed to the new school.

The parent/guardian and/or student (if age 18 or older) is entitled to pick up **copies** of the student's records. **Never give the original permanent record folder to the parent or student.** Their written request should be dated and placed in the back of the student's permanent record folder.

## Promotions to Middle and High School

- *Fifth grade students promoted to middle school:*

The orange Guidance Folder and Permanent record folders including two copies of the computer transcript; two copies of the attendance summary report; immunization certificate; blue test report card; etc., of students who have completed the fifth grade and will attend a middle school are to be *hand-carried* to the new school at the end of the school year. **\*\*Note\*\*** Please make sure that the guidance folders do not have student work in them when sending to the middle school, these items can be offered to the parent at the end of the fifth grade year. A “Records Check Sheet” printed from SASI is to accompany these records. This sheet is to be signed by the counselor of the sending school and will be checked and signed by the counselor of the receiving school. Each school should keep a copy of the signed check sheets and maintain them for at least five years for further reference. Middle Schools are to make green middle school permanent record folders for each elementary student that shows up for 6<sup>th</sup> grade. All Elementary permanent record folders for fifth graders are to remain at the middle schools until notification is received from the Records Management Office. Special instructions will be sent to the schools when these records are to be submitted.

- *Eighth grade students promoted to high school:*

The Guidance & Permanent record folders including two official computer transcripts;; two attendance summaries; immunization certificate; blue test record card; A copy of “No Discipline” letter (for those student without discipline) etc., of students who have completed the eighth grade and will attend a high school are to be *hand-carried* to the new school at the end of the school year. A “Records Check Sheet” printed from SASI will accompany these records. This sheet is to be signed by the counselor of the sending school and will be checked and signed by the counselor of the receiving school. Each school should keep a copy of the signed check sheets and maintain them for at least five years for further reference. High Schools are to make white high school permanent record folders for each middle student that shows up for 9<sup>th</sup> grade. Middle school permanent record folders for eighth graders are to remain at the high schools until notification is received from the Records Management Office. Special instructions will be sent to the schools when these records are to be submitted.

### Rezoned Students

The guidance & permanent record folders including computer transcript; attendance summary report; immunization certificate; blue test record card; etc., of students who have been rezoned to another Fulton County school for the next school year are to be *hand-carried* to the new school at the end of the school year. These student are not withdrawn students, therefore they will not have a leave date on the transcript. A “Records Check Sheet” should be printed from SASI to accompany these records. This sheet will be signed by the principal of the sending school and will be checked and signed by the principal of the receiving school. Each school should keep a copy of the signed check sheets and maintain them for at least five years for further reference.

### High School Graduates

Graduate transcripts must be printed on Fulton County logo paper, checked for accuracy, and signed (*no signature stamps*) before the counselors leave for the summer. Independence and McClarin graduate transcripts must also indicate the name of the school that will issue the diploma. School personnel that work during the summer months should have access to these "official" transcripts for students as needed. High school permanent record folders containing final transcripts for graduates are to remain at the high schools until notification is received from the Records Management Office. Special instructions will be sent to the schools when these records are to be submitted.

## Non-Resident Parent Request for Student Information

If the student does not attend our schools, tell the non-resident parent that the student is not enrolled in our school system.

If the student does attend one of our schools:

The non-resident parent must make a request (in writing) listing the information they want.

They must send proof that he/she is the parent with the request, such as, the child's birth certificate, divorce papers, etc. (must be some kind of legal document).

They must send a picture ID.

The request has to have an address or phone number so that we can contact the parent when we are ready to release the information.

We are required by law to contact the resident parent to let them know that this request has been received. They are given a week to get a court order to stop us from releasing the information, if necessary.

If no court order is received within the week, we will release the information to the non-resident parent.

# Preparing Student Records to be Stored

## Student Permanent Records

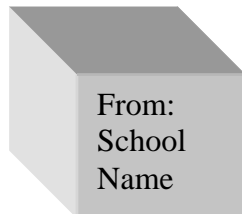
Schools will receive notification from the Records Management Office of when to send student permanent records to be stored. After the receipt of the notification, pull records for the appropriate year(s) from the withdrawn file, and list alphabetically by last name on the Submitting Form for Permanent Record Folders with the appropriate columns checked as to what documents are in the folder. This form can be obtained by going onto the Records Management website: [www.fultonschools.org/recordsmanagement](http://www.fultonschools.org/recordsmanagement). Look under Forms and select Submitting Form for Student Permanent Records. Please list only 15 students per page. Pack records alphabetically along with a copy of the submitting forms in record center boxes which can be purchased from the Printing Dept, stock # 070-0480). Once boxes are packed they will need to be properly labeled (see example below) in order for them to be picked up by the warehouse. You will need to go into Outlook go to public folders, all public folders, and then click on warehouse. To the right you should see a list of items, click on transfer request with Woody Lott's name next to it and fill out the form addressed to James Watts make sure in the delivery location you put Records Management Office, The Meadows, Angela Lane. Copy the completed form to your computer and email as an attachment to James Watts and cc: Angela Lane.

How to label a box: On the long side of each box please label as shown below (example 1). On one end please indicate what school the records are from (example 2).

### Example 1



### Example 2



## PROCEDURE FOR HOLDING A STUDENT'S PERMANENT RECORD FOLDER/TRANSCRIPT

1. Indicate the amount owed the school system for the books or property on the withdrawal form.
2. Complete the information on a peach Outstanding Obligations form (SS-15/Form 106).
3. Staple the peach Outstanding Obligations form on the ***outside front*** of the permanent record folder.
4. If a records request is received from another ***Fulton County school***, send the record to the new school with the form stapled to the front of the record.
5. If a records request is received from another school system, a copy of the Outstanding Obligations form should be sent along with the copies of the student's record to the new school. Records sent directly to other schools are not to be held for outstanding obligations.
6. ***Transcripts, report cards, progress reports and diplomas can be held from a student or parent/guardian for outstanding obligations.*** However, copies of health records, birth certificates, test cards, etc., can be given to the student or parent/guardian if requested.
7. The parent/guardian or student should send payment or return the property to the school that originated the Outstanding Obligations form. When full payment or restitution is made, the school should remove the Outstanding Obligations form from the student's record. If the record has been sent to another location in Fulton County, the school should notify the school or the Records Management Office/Student Records to release the record.
8. The school system cannot hold records or credits to recover property or money belonging to students, teachers, or other employees, or for obligations resulting from fund raising projects such as school pictures, candy money, etc.

## IMPORTANT DATES FOR STUDENT RECORDS

|                    |  |
|--------------------|--|
| September 25, 2009 | 2007-08 withdrawal permanent records are due from all middle and high schools              |
| November 20, 2009  | 2007-08 withdrawal permanent records are due from all elementary                           |
| January 22, 2010   | 2008-09 8 <sup>th</sup> grade middle school permanent records are due from high schools    |
| March 19, 2010     | 2008-09 5 <sup>th</sup> grade elementary permanent records are due from all middle schools |
| May 7, 2010        | 2009 graduates are due from high schools   |

Please keep all other records at your school until you receive notification to submit them to our office.

## 09/10 School Records Assessments

| <u>School</u>          | <u>Date</u> | <u>Time</u> |
|------------------------|-------------|-------------|
| Cliffondale ES         | 9/29/2009   | 9:00AM      |
| Ison Rd ES             | 10/20/2009  | 8:00 AM     |
| Spalding Dr Charter ES | 10/20/2009  | 10:00 AM    |
| Dolvin ES              | 11/03/2009  | 8:00 AM     |
| Barnwell ES            | 11/03/2009  | 10:00 AM    |
| Crabapple Crossing ES  | 11/17/2009  | 8:00 AM     |
| Birmingham Falls ES    | 11/17/2009  | 10:00 AM    |
| Stonewall Tell ES      | 12/15/2009  | 8:00 AM     |
| Randolph ES            | 12/15/2009  | 10:00 AM    |
| Abbotts Hill ES        | 1/19/2010   | 8:00 AM     |
| Finley Oaks ES         | 1/19/2010   | 10:00 AM    |
| Mount Olive ES         | 2/23/2010   | 8:00 AM     |
| Harriett Tubman ES     | 2/23/2010   | 10:00 AM    |
| Evelyn West ES         | 3/16/2010   | 8:00 AM     |
| Liberty Point ES       | 3/16/2010   | 10:00 AM    |
| Dunwoody Springs ES    | 4/20/2010   | 8:00 AM     |
| Woodland Charter ES    | 4/20/2010   | 10:00 AM    |
| Manning Oaks ES        | 5/11/2010   | 8:00 AM     |
| Cogburn Woods ES       | 5/11/2010   | 10:00 AM    |

## Frequently asked Questions for Student Records

1. I graduated two years ago, how do I get a copy of my transcript?

You would need to fax or mail a written request to the Records Management Office that includes your name(as it was in school), birth date, name of the school attended, address of where to send transcript, and signature.

2. I would like to register my child for home school, what do I need to do?

A Declaration of Intent to Utilize a Home School will need to be filled out and mailed to the Records Management Office. A Declaration of Intent can be obtained from [www.fultonschools.org/recordsmanagement](http://www.fultonschools.org/recordsmanagement), by clicking on Home School. After it's received, our office will send an acknowledgement letter and attendance forms for the year.

3. I'm putting together a reunion; can you provide a list of graduates from the class of 19--?

No, in complying with FERPA, we don't provide lists for reunions but you can utilize some of the online searches such as classmates.com.

4. My ex-spouse moved and I'm trying to locate my children can you tell me what school they attend?

No, first you will need to provide a written request listing the information they want, then provide proof that you are indeed the parent(some sort of legal document), a picture ID. We are required by law to contact the resident parent to let them know that a request has been made. The resident parent will have 7 days to stop the release with a court order. If one is not obtained then the records will be released.

5. Where can I get a duplicate copy of my diploma?

The original diploma is given at graduation. There are no duplicates. For proof of graduation, we can furnish a transcript or certification of graduation letter.

# Additional Information

## ○ Documents in PR & Guidance/Reference Folders

### ○ Forms

Sample forms

Ordering information for forms

### ○ Helpful Web Sites

### ○ Who to call for help:

**Tishangi Bennett – Records Program Manager – 404-669-8996**  
[bennett@fulton.k12.ga.us](mailto:bennett@fulton.k12.ga.us)

**Angela Lane – 404-763-5542**  
[lane@fulton.k12.ga.us](mailto:lane@fulton.k12.ga.us)

**Jennie Frederick – 404-763-5541**  
[frederickjl@fulton.k12.ga.us](mailto:frederickjl@fulton.k12.ga.us)

# Student Records – New Setup and Process Flow beginning 07/08

## Permanent Record File (Retention = Permanent)

### Elementary Schools

*Folder Color: Manila*

|   |
|---|
| <b><i>Elementary School to Middle School<br/>(Promotions)</i></b> |
| Elementary Transcript - Signed (2 copies)                         |
| ATD 42 - Attendance Summary (2 copies)                            |
| Immunization Records  |
| Test Information, Including DCI - Gifted Form                     |

### Middle Schools

*Folder Color: Green*

|   |
|---|
| <b><i>Middle School to High School<br/>(Promotions)</i></b> |
| Middle School Transcript - Signed (2 copies)                |
| ATP 13 - Attendance Summary (2 copies)                      |
| Immunization Records  |
| Test Information, Including DCI - Gifted Form               |

*Folder Color: Manila*

|   |
|---|
| <b><i>Middle School to Records Center<br/>(5th Graders Entering 6th Grade - Enrolled)</i></b> |
| Elementary Transcript - Signed  |
| ATD 42 (Attendance Summary)   |

*Folder Color: Manila*

|  |
|--|
| <b><i>Middle School to Records Center<br/>(6th Graders - No Shows)</i></b> |
| Elementary Transcript - Signed   |
| ATD 42 (Attendance Summary)  |
| Immunization Records   |
| Test Information, Including DCI - Gifted Form                              |

### High Schools

*Folder Color: White*

|   |
|---|
| <b><i>High School to Records Center<br/>(Graduates)</i></b> |
| Transcript – signed & sealed                                |
| Information Page (Transcript)                               |
| Attendance Summary – ATP13                                  |
| Immunization Records  |
| Test Information, Including DCI - Gifted Form               |

*Folder Color: Green*

|   |
|---|
| <b><i>High School to Records Center<br/>(8th Graders Entering 9th Grade - Enrolled)</i></b> |
| Middle School Transcript - Signed   |
| ATP13 (Attendance Summary)  |

*Folder Color: Green*

|  |
|--|
| <b><i>High School to Records Center<br/>(9th Graders - No Shows)</i></b> |
| Middle School Transcript - Signed  |
| ATP 13 (Attendance Summary)  |
| Immunization Records   |
| Test Information, Including DCI - Gifted Form                            |

### Records for Withdrawn Students (Elementary/Middle/High)

Send to  
...

|                                      |
|--------------------------------------|
| <b><i>Other School Districts</i></b> |
| Copy of Records in PR File           |
| Withdrawal Form                      |
| Discipline Records/Letter (MS/HS)    |

|                                     |
|-------------------------------------|
| <b><i>Fulton County Schools</i></b> |
| PR File                             |
| Withdrawal Form                     |
| Guidance File                       |

|                              |
|------------------------------|
| <b><i>Records Center</i></b> |
| PR File                      |
| Withdrawal Form              |

- \* Note: For Elementary School Withdrawals, you may send either the transcript or report card based on the grading cycle.
- \* Note: Records for withdrawn students should only be sent to other school districts when a written request is received or to FC schools when a request (SS-32) is received.
- \* Note: For withdrawals going to FCS, discipline is in SASI.

**Guidance Folder/Reference File** (Retention = Useful Life)

\* Note: The Guidance Folder should follow the student along with the PR file until graduation and include only the following records.

*Folder Color - Orange*

|  |
|--|
| Birth Certificate (If provided)            |
| Ear Eye Dental (EED) Record                |
| Copy of Social Security Card (If provided) |
| Legal Documents - Custody, Guardianship    |
| Enrollment Information                     |
| Requests From Other School Systems         |
| Records From Other School Systems          |
| Student Related Correspondences            |
| SST/ESOL Notifications                     |

\* Note: If no request is received for records on a no-show student, guidance folders for no-show students should remain at your school until the end of the school year after which the records may be destroyed.

\* Note: When a student graduates or withdraws and enrolls in another school district, the information in the Guidance File may be offered to the parent/student.

## **Documents in Permanent Record Folders – Old file setup prior to 07/08**

**TRAN – Signed Computer Transcript**

**WIDL - Withdrawal Form (If student withdraws during grading period)**

**ATT - Attendance Summary Report (ATD 42 Elem) (ATP 13 Middle & High)**

**RCAD - Report Card (Elementary School-if student withdraws during the school year)**

**DSPL - Discipline Report/Letter (Middle & High School)**

**IMM - Updated Immunization Certificate**

**EED - Ear, Eye, & Dental Certificate**

**BCER - Birth Certificate/Immigration Certificate (if available)**

**TEST - Blue Test Card (also GA CRCT Test Summary Sheet, any test results if applicable)**

**GIFT - DCI-Gifted Eligibility Report-Eligible or Ineligible (if applicable)**

**SST - SST Notification Form (if applicable)**

**ESOL - ESOL Notification Form (if applicable)**

**REQ - Requests for records from other school systems (if applicable)**

**LGD - Legal Guardianship Documents (if applicable)**

**LNCD - Legal Name Change Documents (if applicable)**

**\*No other documents should be in the permanent record folders\***

## **Documents in Guidance Folder/Reference Files**

Retention - useful life

Copy of Social Security Card

Custody and/or Divorce Documents

Enrollment Form

Records from Other School Systems

Additional or old copies of documents in the permanent record folders  
(such as transcripts, immunizations, etc.)

Student Related Correspondences

**\*\*The documents below should be kept in your school according to the required retention schedule**

Retention – until last day of attendance or until a new card is received

Pink Emergency Contact Cards

Retention – 3 years unless student sustains an injury

Field trip authorization

Retention - 4 years

Additional Gifted Program Documents (other than the DCI form)

Test Protocols

Retention – 5 years

Scholarship Awards

Grade Reports (report cards & progress reports)

## RECORDS MANAGEMENT STUDENT RECORD FORMS

- SS-13A - **Submitting Form For Permanent Record Folders** - Used to submit withdrawn students' permanent records to the Records Management Office. Students' names should be listed alphabetically and the columns for immunization, test card, etc., should be checked if the item is included in the student's permanent record. A copy of the submitting form should be kept at the school for at least five years for further reference.
- SS-13B - **Miscellaneous Items Submitting Form** - Used to submit items to the Records Management Office which were left out of permanent records. Students' names should be listed alphabetically and the item(s) you are submitting should be listed on the form. You must make sure that the student's permanent record has already been sent to the Records Management Office before sending any miscellaneous items. A copy of the submitting form should be kept at the school for at least five years for further reference.
- SS-15 - **Outstanding Obligations Form (peach)** - Used to document a student's outstanding obligations until charges have been cleared. Form should be removed from the student's record when full payment or restitution has been made at the student's former school.
- SS-16 - **Request For Review Of Student Records** - Used when a parent/guardian requests to inspect their child's permanent record. Request should be kept in the back of the student's permanent record folder.
- SS-17 - **Student Records Access Log** - This form should be completed and kept inside the student's permanent record folder as a record of who has inspected the record.
- SS-18 - **Authorization To Release School Records** - Used when a parent/guardian requests a copy of a student's permanent record. This form must have the parent's signature approving the release of the records. Authorization should be kept in the back of the student's permanent record folder.
- SS-22 - **Test Record Card** - Used to record and maintain the results of any tests taken by the student. All Test labels must be affixed to this card in chronological order.
- SS-25 - **Academic and Disciplinary Records Request Form** - Used to request records for new students from schools outside Fulton County. This form should not be sent to any schools within our school system. Must be completed by the student's parent/guardian. ***(Middle and High School only)***

SS-26 - **Records Request Card** - Used to request records for new students entering a Fulton County school from other school systems. (***Elementary School only***)

SS-32 - **Records Request Form** - ***Revised 04/07*** - Used to request student permanent records from another Fulton County school (or the Records Management Office). The requesting school should complete Section A. The white and yellow copies should be sent to the school where the records are located. The pink copy should stay at the requesting school until the records are received.

The school that is sending the records should complete Section B, checking the columns for items that are enclosed in the student's permanent record folder. The sending school must sign and date the form. The permanent record folder should be sent to the requesting school with the yellow copy of the request form attached to the outside of the folder. The white copy of the request form should be kept at the sending school for at least seven years for further reference.

The requesting school can destroy the pink copy of the request form when the records are received; however, the yellow copy should be kept at the school for at least seven years for further reference.

If the sending school has already sent the records to another Fulton County school or to the Records Management Office, the request should be forwarded to the appropriate location. Also, if the sending school has some of the records, but not all of them, the available records should be sent to the requesting school. Then a copy of the request form should be sent to the location that has the remaining records.

## **Ordering Information for Student Records Forms**

**Printing Department:**

| <b><u>Order #</u></b> | <b><u>Form #</u></b> | <b><u>Name of Form</u></b>  |
|-----------------------|----------------------|---|
| 020-1025              | 110                  | Records Request form (SS-32)<br>(revision date – 04/07) <b><u>NEW!!</u></b> |

**Forms on Web site**

|          |     |   |
|----------|-----|---|
| 020-1005 | 102 | Submitting Form for Permanent Record Folders (SS-13A)<br>(revision date – 4-07)   |
| 20-1010  | 104 | Submitting Form for Miscellaneous Items (SS-13-B)<br>(revision date – 7-00)       |
| 020-1015 | 106 | Outstanding Obligations Form (peach) (SS-15)<br>(revision date – 7-00)            |
| 20-1070  | 126 | Academic and Disciplinary Records Request Form (SS-25)<br>(revision date – 05/09) |

**Warehouse:**

| <b><u>Order #</u></b> | <b><u>Form #</u></b> | <b><u>Name of Form</u></b>  |
|-----------------------|----------------------|---|
| 020-1020              | 108                  | Records Request Card for Elementary Schools (SS-26)<br>(revision date – 5-95) |
| 020-0695              | 66                   | Blue Test Card  |
| 020-0260              | 31                   | Elementary Permanent Record Folder/Labels                                     |
| 020-0680              | 63                   | Middle School Transcript Folder/Labels  |
| 020-0160              | 24                   | High School Transcript Folder/Labels  |

**HELPFUL WEB SITES**

Fulton County Schools web site  
[www.fultonschools.org](http://www.fultonschools.org)

Fulton County Schools Records Management Department  
[www.fultonschools.org/recordsmanagement](http://www.fultonschools.org/recordsmanagement)

Home School Information  
<http://www.fultonschools.org/recordsmanagement/homeschool>

Georgia Department of Education  
<http://www.doe.k12.ga.us/index.asp>

NCES – National Center for Educational Statistics  
(Search for public schools, private schools, and colleges)  
[www.nces.ed.gov/](http://www.nces.ed.gov/)

National Center for Health Statistics  
Where to write for vital records (birth certificates)  
[www.cdc.gov/nchs/howto/w2w/w2welcom.htm](http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm)