

TO: Board Members
FROM: Chris Ragsdale
DATE: January 15, 2016
SUBJECT: Modifications to Administrative Rules for
January 28, 2016 Board Meeting

VIA EMAIL

The Superintendent recommends the following revisions to Administrative Rules:

Administrative Rule GARF-R (Employee Transfer)

Administrative Rule GARF-R provides guidance regarding employees seeking to transfer from one work site to another. In order to minimize disruptions to local schools during the start of the school year, Human Resources has requested changes regarding the timeline of transfer eligibility.

On behalf of the Human Resources, Policy, Planning and Student Support recommends the following changes to Administrative Rule GARF-R:

1. Revision of language regarding the timeline of transfer eligibility
2. Conforming/editorial changes regarding format of the rule

Administrative Rule JR-R (Student Records)

The Office of Records Management has recently implemented an online request program for access to transcripts and other student records. As such various portions of Administrative Rule JR-R need to be updated.

On behalf of the Records Management and Business Services, Policy, Planning and Student Support recommends the following changes to Administrative Rule JR-R:

1. Revision of language regarding transcript charges and delivery
2. Revision of language regarding active and inactive records
3. Addition of clarifying language regarding proof of ID for access to records

Gregory, Doyle, Calhoun & Rogers has reviewed all suggested changes and concurs with Administration.

Administration is providing this information in compliance with Board of Education Policy BDF (Review of Administrative Rules), which reads:

“The proposed Rule(s) shall be sent to the Board for their review in advance of issuance. Specifically, their review shall include at least the ten (10) days immediately prior to the next Board Work Session. If no objection is indicated by Board member(s) to the Chair prior to the adjournment of the Board Work Session, the Rule(s) shall be deemed accepted.”



DISTRICT ADMINISTRATIVE RULE

GARF-R Employee Transfer

4/15/15 ~~??/16~~

RATIONALE/OBJECTIVE:

Each Cobb County School District (District) employee is assigned to a position which meets the needs of the District, commensurate with the employee's training, certification, years of experience and other appropriate factors. The District provides opportunities for employees to transfer from one work site to another within the District according to the personnel needs of the District.

RULE:

A. ELIGIBILITY:

Employees with an **current overall unsatisfactory annual** evaluation rating ~~other than unsatisfactory or~~ **(e.g. Cobb Keys for Teacher Effectiveness System Levels 1 and 2)**, are **not** eligible to apply for transfer. **In order to minimize disruption to a school during the start of the school year, transfers will only be accepted from February 1 to June 1. To be eligible to apply for a transfer to another location for the next school year, at any time if** one or more of the following conditions are met:

1. Has been at the present school/worksites for two years at time of transfer;
2. Is requesting a move from one level to another (i.e. elementary to middle);
3. Is requesting a change in length of work day (i.e. full-time to half-time); or
4. Was a designated re-assignee for the current school year.

B. PROCEDURES:

The following regulations will be observed in regard to transfer of employees:

1. Posting Requirements:

Lists of vacancies and related transfer information shall be posted online on the District's Web site.

2. Paperwork Requirements:

- a. **A Change Form must be completed by employees before requesting a transfer to be considered for vacancies within the District and must include a current supervisor's reference.**
- b. **All necessary forms, i.e. change form, current supervisor's reference, must be completed and available online and EAFs forwarded to Human Resources Division before transfers will be processed.**

3. Effective Date:

- a. **The effective date of any transfer must be specifically approved in advance by both of the involved principals/supervisors.**

4. ~~2.~~ Prohibited Contacts:

Administrators should not contact potential transfers until the official transfer forms have been made available **and until prior contacts with employee's current Principal/Supervisor has been made.**

5. Maximum Impact:

The voluntary transfer process shall not create more than ten percent loss in staff in each school program.

6. ~~3.~~ Required Responses:

- a. ~~It is the responsibility of the Principal/supervisor at the requested school or work site to respond to the employee applying for a transfer.~~

- b. ~~Principals/supervisors will send a letter to all teachers/employees interviewed for transfer positions notifying them of the status of the vacancy.~~
7. ~~4. Application Timeline:~~
~~Employees may apply for a transfer at any time if the employee has served two (2) consecutive years at the same work site.~~
8. ~~5. Interview Requirement:~~
~~Principals/supervisors or designees are encouraged to interview a minimum of one (1) transfer applicant for each staff opening.~~
9. ~~6. Maximum Impact:~~
~~The voluntary transfer process shall not create more than ten percent loss in staff in each school program.~~
7. ~~7. Paperwork Requirements:~~
a. ~~All necessary forms must be completed and forwarded to Human Resources Division before transfers will be processed.~~
b. ~~Transfers will be considered final after approval by the Superintendent and the Board of Education.~~
c. ~~Personnel action forms will be sent to those employees whose requests for transfer are approved.~~
8. ~~8. Effective Date:~~
a. ~~For transfers that occur during the school year the effective date will be determined and agreed upon by the principals of each school impacted by the transfer.~~
b. ~~Transfers that occur following the conclusion of the school year will be effective with the start of the new school year.~~

C. FAMILY MEMBER LIMITATIONS:

1. Transfer requests that would result in immediate family members working in the same school or division of the District must be pre-approved by Human Resources Division. Under no circumstances will a transfer request be approved that would result in an employee be assigned to supervise the activities or evaluate the performance of someone in his/her immediate family.
2. For the purposes of this provision, the term "immediate family" is defined as:
 - a. A spouse, child, sibling, parent, or the spouse of a child, sibling or parent;
 - b. Any relative living in the household of the employee; or
 - c. All step relatives as identified above.

D. DISTRICT PREROGATIVE:

The Human Resources Division may make exceptions to this Rule as it meets the needs of the District. This would include, but not be limited to, the District recruitment fairs.

Approved: 6/15/66

Revised: 5/8/68; 2/11/70; 9/8/71; 5/8/74

Reviewed: 7/74; 8/13/75; 7/28/77

Revised: 8/10/77; 7/1/81; 9/23/82; 5/26/83; 8/8/84; 6/19/86; 11/12/87; 6/27/91; 2/5/92; 2/3/93; 9/22/94; 3/28/96; 2/11/98; 1/12/00; 10/26/00; 1/25/02

Reclassified an Administrative Rule: 9/1/04

Revised: 7/1/05; 11/14/07; 2/10/10

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GBNA)

Revised: 6/12/13; 4/15/15; **2/2/16**

Legal Reference:

O.C.G.A. 20-02-0211 Annual contract; disqualifying acts; fingerprinting; criminal record checks



DISTRICT ADMINISTRATIVE RULE

JR-R Student Records

7/1/13 ~~7/1/13~~ 7/1/16

RATIONALE/OBJECTIVE:

The goal of the Cobb County School District (District) is that the academic, attendance, disciplinary and health records necessary for maintaining thorough and current information on each student in the District should be properly kept by principals, teachers, counselors and other designated personnel in compliance with the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

RULE:

I. STUDENT RECORDS

A. GENERAL PROVISIONS:

1. Educational Records:

FERPA broadly defines an education record as any record, file, document or other material that contains information directly related to a student and that is maintained by a school district or a person acting on behalf of a school district. 20 U.S.C. § 1232g(a)(4)(A). Possible exclusions to education records are discussed in 20 U.S.C. § 1232g(a)(4)(B).

2. Confidentiality:

Information which is part of the educational record of a student shall be held in strict confidence. Permanent records shall be kept in a secure area of the school. The school and District will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. This may include, but is not limited to, physical or technological access controls.

3. Student Debts:

The forwarding of records for students who have unpaid debts related to lost or damaged materials or equipment shall be in accordance with Administrative Rule DFJ-R (District Property Replacement/Restitution).

4. Transcript Charges/Delivery:

- The District shall provide one (1) copy of a student record without charge.
- The cost of Aadditional copies of a student's transcript produced by the school shall cost \$2.00 each be posted on the District website.
- The cost for each copy of a student's transcript or verification of education produced by Records Management, Cobb County School District, ~~is \$2.00~~ shall be posted on the District website.
- The District shall charge \$.25 per page for copies of student records released to third-parties and for additional copies of records that have been previously provided to the parent/guardian/eligible student. Should education records be requested by a current medical or educational service provider of the child, by another school or government agency, Guardian~~s~~ Ad Litem~~s~~, Court Appointed Special Advocates (CASAs), or pursuant to court order or subpoena, the District may waive the \$.25 per page fee for provision of copies of education records.
- Official transcripts may be requested via an online request program, the last school attended or the District's Records Management Office. Transcripts may be picked up at the school or Records Management Office, mailed to the post-secondary school, or electronically released to colleges using GAcollge 411 or online

transcript request program (when available). The official transcript that is picked up or mailed will be:

- (1) Sealed in an envelope with a signature or stamp to secure confidentiality; and
- (2) Signed for in the guidance office by the receiving individual.

- f. Students who wish to release transcripts to colleges using GAcollge411 must first set up a student account. All requests for electronic release may be completed by following the directions contained in www.gacollge411.org **or the online transcript request program.**

5. **Records Custodians:**

The following is a list of the type of records that the District maintains, their locations, and their custodians:

| TYPES OF RECORDS | LOCATION OF RECORDS | RECORD CUSTODIAN |
|---|---|--|
| <u>Active</u> Student Records: Current Students <u>and</u> <u>Students Withdrawn or</u> <u>having graduated for less</u> <u>than two years</u> | Elementary: Administrative Office Middle and High School: Guidance Office <u>Most recent school attended</u> | Principal |
| <u>Inactive</u> Student Records: Former Students (<u>Students</u> <u>withdrawn or having</u> <u>graduated for more than</u> <u>two years)</u> | Records Management Center 6975 Cobb International Blvd. Kennesaw, GA 30152 | Staff Assistant of Records Management <u>Office of Records Management</u> |
| Discipline Records | School Administrative Office | Principal |
| Special Education Records Psychological Records Special Test Records | Office of Special Student Services 514 Glover Street Marietta, GA 30060 | Assistant Super <u>intendent</u> for Special Student Services |
| School Transportation Records | School Bus Garage | Director of School Transportation |

6. **District Records Center:**

The Records Center maintains records, including transcripts, of students who have graduated or withdrawn from the District **as required by Georgia Records Retention schedules**. To obtain records from the Records Center:

- a. Submit a written release providing all required information (Form JR-1 [Records Center Request]). No records, including a transcript, will be issued without the submission of this release.
- b. A student must be 18 years of age or older;
- c. Parents/Guardians may obtain or authorize the release of education records, including a transcript, for students under the age of 18.
- d. The individual requesting the record will be required to provide a **government issued** photo ID (**e.g. driver's license, passport, etc)**.

B. CUMULATIVE RECORDS ACTIVE STUDENT RECORDS:

~~A cumulative~~ **An active student** record shall be established for all students entering the District:

1. It shall be the responsibility of the personnel registering the student to acquire the necessary releases to obtain a student's **cumulative folder record** (Administrative Rule JBC-R [School Admissions/Withdrawals]).
2. The Principal should designate the school personnel responsible for creating and/or updating the **cumulative folder active student record**.
3. The record should be written legibly in black ink and corrected appropriately:
 - a. Entries should be dark enough to be copied clearly on a standard bond paper copy machine.

- b. If a mistake is made in recording information, the error must be corrected so that the record does not give the appearance that it has been altered by unauthorized persons.

4. **Required Information:**

Information recorded must include the following:

- a. Personal information (Student's full legal name only and date of birth);
- b. Immunization record;
- c. Indication of administrative placement or retention in grades K-8;
- d. Standardized test information;
- e. Grade levels for each school year;
- f. Date of withdrawal; for "no shows," indicate with "N/S 20" ;
- g. **Graduation:**
 - Date of graduation, rank in class and grade point average for graduation;
 - (1) Records of students who meet the requirements to graduate from the District but receive their diploma from another school system will reflect that the student is a graduate. The record should be marked with the following statement: "Graduation requirements met (date). Diploma received from (name of school or school system, city, and state and country, if the diploma is awarded by an agency in a foreign country)."
 - (2) When a student completes all graduation requirements, including coursework, but does not pass all sections of the Georgia High School Graduation Test (GHS GT), the permanent record is filed at the school with the student's original graduation class. When the student subsequently passes all sections of the GHS GT:
 - (a) The date of passing will be used as the date of graduation and placed on the student's transcript and diploma.
 - (b) A "Revised Date of Graduation" form (Form JR-2) shall be filled out and placed in the student's permanent record.
 - (c) Schools should copy Form JR-2 on pink paper.
 - (d) If the student's permanent record has been sent for storage to the Records Center, the local school's guidance department should send an updated transcript with the revised date of graduation. The Records Center will file/store the permanent record in the year of the student's original date of graduation.
- h. **Withdrawals:**
 - See Part II below.

5. **Challenge of Contents:**

Parents/guardians/eligible students may challenge the contents of their/their child's education records and request corrections if they feel entries on the records are inaccurate, misleading, or otherwise in violation of the privacy rights of the student. However, a properly recorded grade or score may not be challenged for the purpose of having it changed to a higher grade. The review procedure for challenging entries is as follows:

a. **Step I:**

When a parent/guardian/eligible student wishes to challenge entries on a record, the request shall be submitted to the Principal of the school in which the student is or has been enrolled. The Principal or designee shall investigate the complaint and endeavor to settle the matter.

b. **Step II:**

If the conflict is not resolved at the school level, the complaining party will be informed that he/she may request a hearing before a Review Board. The complaining party must submit a request in writing to the school's Area appropriate Leadership and Learning Assistant Superintendent for a hearing by the Review Board within 20 days of receiving such notice. This hearing should be held within twenty (20) days of receipt of the request. The parents/guardians/eligible students shall be given reasonable notification of the date, place, and time of the hearing. The complaining parties will have a full and fair opportunity to present evidence, and may be represented by a person of their choice, at their expense.

- (1) The Review Board consists of the following people who shall be disinterested parties:

- (a) The Superintendent, or designee;

(b) The Assistant Superintendent, ~~Curriculum and Instruction~~ **Teaching and Learning** or designee; and

(c) The ~~Area~~ **Leadership and Learning** Assistant Superintendent for the school from which the request originates.

(2) A summary of the evidence and reason for the decision of the Review Board shall be given in writing to the concerned parties. This should be provided no more than ten (10) school days after the date of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and the reason(s) for the decision.

(3) The parents/guardians/eligible students may disagree with the Review Board's decision and have the right to issue a written statement to be placed in the student's record stating the reasons for disagreement. This statement will be maintained as long as the record is maintained and will be disclosed when the school or District discloses the portion of the record to which the statement relates.

C. PROCEDURES FOR ACCESSING RECORDS:

The following procedures will be used for granting access to student records and other confidential information pursuant to the Family Educational Rights and Privacy Act:

1. Record of Access:

A record of access shall be maintained for each educational record file:

a. The record of access shall indicate who has accessed the education record and the purpose of their access as required by FERPA.

b. This requirement does not apply to access by:

(1) Parents/guardians/eligible students;

(2) ~~An authorized~~ school official ~~as defined in 4.a.(3)(a) below~~;

(3) A party with written consent from the parent/guardian/eligible student;

(4) A party seeking directory information as available pursuant to the annual FERPA Notification; or

(5) A party seeking or receiving records as directed by a federal grand jury or other law enforcement subpoena if the issuing court has ordered that the existence of the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

2. Parent/Guardian/Student Access:

In compliance with FERPA, parents/guardians/eligible students shall be given access to the records of the student including the permanent records, attendance register, discipline records and results of any individual testing which might have been given. A student who is emancipated, 18 years old or attending a post-secondary school will have access to his/her own records. Form JR-3 (Parent/Guardian Request for Education Records) may be used.

a. Records may be inspected by parents or eligible students within a reasonable length of time after the request, but in no case later than forty-five (45) days after the request is made.

b. An appointment should be made with the Principal or counselor to review records. If the records are at the Records Center, the appointment should be made with the Staff Assistant in Records Management.

c. Requests for interpretation of psychological reports shall be made to the Psychological Services Department.

d. The District will not provide a parent/guardian/eligible student a copy of standardized test questions or test protocols.

3. Non-Custodial Parent Access:

Parents who are not the physical or legal custodian of a minor student, or who do not have primary physical or legal custody, may have access to educational records and information if his/her parental rights are not terminated or his/her rights to access to educational records and information has not been restricted in some manner by legal authority. In these cases, school may contact the primary physical and legal custodian to inform the parent of the request. **(see Administrative Rule JC[1]-R)**

4. Disclosure to Individuals/Agencies Other than Parents/Guardians/Eligible Students/Non-Custodial Parents:

NOTE: A correctly executed written request and/or release or a lawfully issued and enforceable court order or subpoena is generally required before a transcript or information may be released to any agency or individual other than the parent/guardian/eligible student.

a. **Exceptions:**

Upon receipt of a correctly executed written request, copies of student records may be disclosed without the written consent of the parent/guardian/eligible student, ~~only to the persons or offices listed below and permitted by FERPA:~~ **pursuant to the annual FERPA Notification.**

- ~~(1) Officials of schools in which the student seeks or intends to enroll if the release of information is related to this enrollment or transfer;~~
- ~~(2) Any appropriate party in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals;~~
 - ~~(a) When disclosing under the health and safety emergency exception, the school or District must record the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and~~
 - ~~(b) The school or District must also record the parties to whom the information was disclosed.~~
- ~~(3) Other school officials, including teachers within the District, who have been determined by the District to have legitimate educational interest, defined as follows:~~
 - ~~(a) **School Official:**~~

A school official is:

 - ~~1) A person employed by the District as an administrator, supervisor, instructor, or support staff member;~~
 - ~~2) A person elected to the Cobb County Board of Education;~~
 - ~~3) A school or District approved volunteer, or a person employed by or under contract to the District to perform a special task, including but not limited to, and attorney, auditor, medical consultant, therapist, or insurance adjuster;~~
 - ~~a) These individuals perform a service or function for which the schools or District would otherwise use employees;~~
 - ~~b) The individuals are under the direct control of the school or District with respect to the use and maintenance of education record; and~~
 - ~~c) May receive information only on the condition that he/she will not disclose the information to any other party without prior consent of the parent/guardian/eligible student.~~
 - ~~(b) **Legitimate Educational Interest:**~~

A school official has a legitimate educational interest if the official is:

 - ~~1) Performing a task that is specified in his/her position description or by a contract agreement;~~
 - ~~2) Performing a task related to a student's education;~~
 - ~~3) Performing a task related to the discipline of a student;~~
 - ~~4) Providing a service or benefit relating to the student or student's family, health care, counseling, or job placement, including but not limited to, an attorney, auditor, medical consultant, therapist, or insurance adjuster.~~
- ~~(4) Federal, state and local educational officials or authorities;~~
- ~~(5) Officials involved in financial aid for which the student applied or received;~~
- ~~(6) Parents of a dependent student or such parents as defined in Section 152 of the Internal Revenue Code of 1954;~~
- ~~(7) Organization or individuals conducting authorized research if:~~
 - ~~(a) The studies are carried out in such a way that no personal identification of students or their parents/guardians can be made by persons other than the persons or organizations conducting the studies (Administrative Rule ICC-R [Curriculum Research]); and~~
 - ~~(b) Such information will be destroyed when no longer needed for the purpose for which it was collected.~~

- ~~(8) Accrediting organizations in order to carry out their accrediting functions.~~
~~(9) Entities approved to receive "directory information", as noted in Section D.~~
- b. **Third Party Requests:**
- ~~(1) When a copy of a record is requested by court order or subpoena, the Principal or designee is to immediately transmit the court order or subpoena to Student Support for review and direction regarding the release of records.~~
~~(2) Unless the issuing party has ordered that the existence of the court order/subpoena not be disclosed, Student Support shall notify, by telephone or by letter mailed to their last known address, parents/guardians/eligible students when the District is complying with the following types of requests:~~
~~(a) A judicial order;~~
~~(b) A lawfully issued subpoena~~
~~(3) If the record is released to the third party, a statement will be attached indicating that the third party is not to release a copy of the record without obtaining written permission from the parent/guardian/eligible student.~~

D. NOTIFICATION REQUIREMENTS:

1. Student Directory Information:

- a. Public Notice shall be given to inform parents/guardians/eligible students when student directory information is to be released.
- b. **Parent Information Guide:**
Parents/guardians/eligible students will be notified of their rights under FERPA annually by publication in the District's *Parent Information Guide*. The *Guide* is provided to every student on the first day of school each year or when the student enrolls (Form JCDA-3 [Receipt of the *Parent Information Guide*]).

II. TRANSFER/ARTICULATION OF ACTIVE STUDENT RECORDS

A. PROCEDURES FOR TRANSFERRING INDIVIDUAL RECORDS:

1. In-District Transfer of Records:

- a. Upon receiving a request (Form JBC-8 [Authorization to Release Records]) for a cumulative an active student record from within the District, a school should send the record immediately.
- b. Under no conditions should the cumulative record be transferred by any student or his/her parent/guardian.
- c. Transfer within the District should be made through school mail.
- d. When transferring records within the system, sending schools should use Form JR-4 (Transfer of Cumulative Active Student Record Within District) to maintain a record of where all records were transferred.

2. Out-of-District Transfer of Records:

- a. The cumulative active records of a student who withdraws to go to another school system should be kept in an inactive file in the school in accordance with the provisions of the District's Records Management Handbook ~~(Form EF-1)~~.
- b. Upon receiving a request from another school system for a student's cumulative record, elementary, middle and high schools should make copies to send as transcripts.

B. ARTICULATION: ELEMENTARY SCHOOL TO MIDDLE SCHOOL OF RECORDS BETWEEN LEVELS:

The following procedures should be used in the preparation of elementary school records for transfer to middle school and middle school records for transfer to high school:

1. It is the responsibility of the elementary local school administrator or designee (certified by Georgia Professional Standards Commission) to deliver to each middle the appropriate school the cumulative active student records for enrolled sixth-grade students enrolled for the following school year.

2. Time of delivery of records needs to be mutually arranged by personnel at each school. It will be necessary for ~~elementary~~ **the local school** administrators or professionally certified designees to:
- Make an appointment to meet with a professionally certified person, the principal or designee, at each ~~middle~~ **receiving** school; and
 - Check each student's record to verify compliance and accuracy.
3. **Checklist for Cumulative Record: ~~Elementary to Middle~~:**
- ~~Form JR-5 (Checklist for Cumulative **Active Student** Record: ~~Elementary to Middle~~), should be used to verify the contents of each cumulative record before the record is transferred. A completed Form JR-5 is to be placed as the first page inside each permanent record.~~
 - ~~Remove all staples. (Exception of one staple securing lengthy legal documents)~~
 - ~~Transfer student record before the fifteenth school day of the new school year.~~
4. **Records Transfer:**
- Procedures for transferring rising sixth grade records:
- It is the responsibility of the sending school to deliver the records to the receiving school.
 - Should the receiving school have records in the fall of a student who did not enroll, these records should be returned to the feeder school where they are kept in accordance with the provisions of the District's "Records Management Handbook (~~Form EF-1~~).
 - Preparation of Records for Transfer:**
The elementary school should:
(1) ~~Arrange alphabetically and box separately the following:~~
 - ~~Cumulative records containing the specified enclosures. Should an individual record be improperly prepared the receiving middle school may refuse to accept said record until it is properly prepared;~~
 - ~~SST folders accompanied by the list described in section (2);~~
 - ~~ESOL folders accompanied by the list described in section (2); and~~
 - ~~Gifted Education folders accompanied by the list described in section (2).~~
(2) ~~Provide the receiving middle school with lists of the following CONFIDENTIAL information:~~
 - ~~Eligibility lists; e.g. Math Level Forms;~~
 - ~~Students whose immunization documents will not be adequate on the opening day of the following school year per current requirements;~~
 - ~~Students who have current psychological reports as follows:~~
 - ~~The individual psychological report should be transferred in its individual folder with its "Record of Access."~~
 - ~~The list should include names of all students whose psychological reports are leaving the sending school and the name of the receiving school.~~
 - ~~The original list should be:~~
 - ~~Boxed with the psychological reports, and~~
 - ~~Filed in a confidential file by the receiving school.~~
 - ~~The sending school should keep a copy of the list in their confidential file.~~
 - ~~Psychological reports of students who transfer outside the District should be shredded at the school.~~
 - ~~Students being served by RtI (Response to Intervention);~~
 - ~~Students being served in the Gifted Education program;~~
 - ~~Students being served in the various Special Education programs along with each child's eligibility category, e.g., LD, BD, EBD, OHI, Speech, etc.;~~
 - ~~Students eligible to be served in ESOL;~~
 - ~~Students being served with 504 Plans;~~
 - ~~Students with Special Medical Needs; and~~
 - ~~Students who have social worker referrals for attendance.~~
Records should be prepared for transfer in accordance with the provisions of the District's Records Management Handbook.

C. ~~ARTICULATION: MIDDLE SCHOOL TO HIGH SCHOOL:~~

The following procedures should be used in the preparation of middle school records for transfer to high school:

1. It is the responsibility of the high school administrator or designee (Certified by Georgia Professional Standards Commission) to pick up from each middle school the cumulative records for enrolled ninth grade students.
2. Time of delivery of records needs to be mutually arranged by personnel at each school. It will be necessary for high school administrators or professionally certified designees to:
 - a. Make an appointment to meet with a professionally certified person, the principal or designee, at each middle school; and
 - b. Check each record to verify compliance and accuracy.
 - c. Transfer student records before the fifteenth school day of the new school year.

3. **Checklist for Cumulative Record: Middle to High:**

Form JR-6 (Checklist for Cumulative Record: Middle to High), should be used to verify the contents of each cumulative record before the record is transferred. This form should be placed as the first page inside each permanent record.

4. **Records Transfer:**

Procedures for transferring rising ninth grade records:

- a. It is the responsibility of the receiving school to pick up the records from the sending school.
- b. Should the receiving school have records in the fall of a student who did not enroll, these records should be returned to the feeder school where they are kept in accordance with the provisions of the CCSD "Records Management Handbook" (Form EF-1).

c. **Preparation of Records for Transfer:**

The middle school should:

(1) Arrange alphabetically and box separately the following:

- (a) Cumulative records containing the specified enclosures. Should an individual record be improperly prepared the receiving middle school may refuse to accept said record until it is properly prepared;
- (b) SST folders accompanied by the list described in section (2);
- (c) ESOL folders accompanied by the list described in section (2); and
- (d) Gifted Education folders accompanied by the list described in section (2).

(2) Provide the receiving middle school with lists of the following CONFIDENTIAL information:

- (a) Eligibility lists; e.g. Math Level Forms;
- (b) Students who have current psychological reports as follows:
 - 1) The individual psychological report should be transferred in its individual folder with its "Record of Access."
 - 2) The list should include names of all students whose psychological reports are leaving the sending school and the name of the receiving school.
 - 3) The original list should be:
 - a) Boxed with the psychological reports, and
 - b) Filed in a confidential file by the receiving school.
 - 4) The sending school should keep a copy of the list in their confidential file.
 - 5) Psychological reports of students who transfer outside the District should be shredded at the school.
- (c) Students being served by RtI (Response to Intervention);
- (d) Students being served in the Gifted Education program;
- (e) Students being served in the various Special Education programs along with each child's eligibility category, e.g., LD, BD, EBD, OHI, Speech, etc.;
- (f) Students eligible to be served in ESOL;
- (g) Students being served with 504 Plans;
- (h) Students with Special Medical Needs; and
- (i) Students who have social worker referrals for attendance.

C. **~~D~~ INACTIVE STUDENT RECORDS RETENTION PREPARATION:**

Procedures for preparing the records of withdrawals and graduates:

1. It is the responsibility of the school to properly prepare the records for retention

2. **No items should be purges from the student record until the school received instruction from the Office of Records Management.**
3. ~~2.~~ Should the receiving school have records in the fall of a student who did not enroll as pre-registered, these records should be returned to the feeder school where they are kept in accordance with the provisions of the District Records Management Handbook (~~Form EF-1~~).
4. ~~3.~~ **Preparation for Records Retention:**
The Office of Records Management will initiate the removal of student records as outlined in the Records Management Handbook (~~Form EF-1~~), providing name lists, instructions and packaging information. ~~The school should:~~
 - a. **School personnel should box inactive student records as instructed by the Office of Records Management.** ~~Following instructions from the Office of Records Management, arrange alphabetically and box separately the following:~~
 - (1) **Inactive student** ~~Cumulative records which~~ **should** contain only the specified ~~enclosures~~ documents as outlined in Form JR-7 (Checklist for **Inactive Student Cumulative Records: Withdrawals**); or ~~Form JR-8 (Checklist for Cumulative Records: Graduates).~~
 - b. Should an individual record be improperly prepared by the school, the Office of Records Management may refuse to accept said record until it is properly prepared and ask that a staff member from the sending school correct the record or packaging.

Adopted: 8/9/78

Revised: 7/9/80; 4/28/83; 8/8/84; 7/28/86; 8/13/87; 4/28/88; 1/10/90; 5/23/91; 2/4/92; 7/26/93; 10/11/93;

10/18/93; 7/28/94; 8/25/94; 8/9/95; 9/26/96; 11/10/99; 1/12/00; 2/1/02; 2/14/02; 3/10/04; 5/12/04;

Reclassified an Administrative Rule: 9/1/04

Revised: 10/13/04; 6/14/06; 5/9/07; 6/11/08; 4/14/10; 11/9/11

Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JRA and Administrative Rule JRAA)

Revised: 7/1/13; **7/7/16**

Legal Reference

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|---------------------|---|
| O.C.G.A. 50-18-0071 | Right of access; timing; fees; denial of requests; impact of electronic records |
| O.C.G.A. 20-17-0002 | Interstate Compact on Educational Opportunity for Military Children |
| O.C.G.A. 50-18-0073 | Jurisdiction to enforce article; attorney's fees and litigation expenses; good faith reliance |
| O.C.G.A. 50-18-0074 | Penalty for violations of Open Records Act; prosecution proceedings |
| O.C.G.A. 20-02-0150 | Eligibility for enrollment |
| O.C.G.A. 20-02-0160 | Determination of enrollment; determination of funding |
| O.C.G.A. 20-02-0670 | Reqs. for transferring students beyond 6th grade |
| O.C.G.A. 20-02-0690 | Requirements for private schools and home study programs |
| O.C.G.A. 20-02-0697 | Cooperation of principals and teachers with attendance officers and visiting teachers |
| O.C.G.A. 20-02-0720 | Inspection of student's records by parents |
| O.C.G.A. 24-09-0047 | Disclosure of AIDS confidential information |
| O.C.G.A. 40-05-0022 | Requirements for licensure; school attendance requirements |
| O.C.G.A. 49-05-0040 | Child Abuse and Deprivation Records; definitions, confidentiality of records |
| O.C.G.A. 50-18-0072 | When public disclosure is not required |
| O.C.G.A. 50-18-0099 | Records management programs for local governments |
| Rule 160-1-3-.03 | Infectious Diseases |
| Rule 160-4-7-.19 | Services for Agency-Placed Students |
| Rule 160-5-1-.07 | Student Data Collection |
| Rule 160-5-1-.14 | Transfer of Student Records |
| 34 CFR 300.624 | Destruction of IDEA information. |
| 20 USC 1412(a)(8) | Confidentiality of IDEA Records |
| 34 CFR 300.618 | Amendment of records at parent's request |
| 20 USC 1232g | Family Educational Rights and Privacy Act of 1974 (FERPA) |
| 20 USC 1232h | Protection of Pupil Rights Amendment (PPRA) |