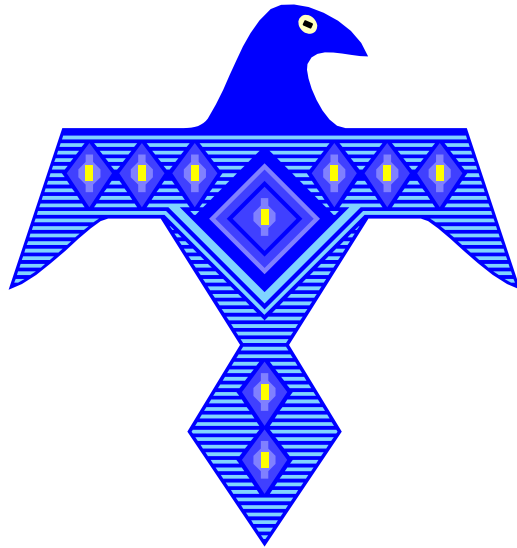


Charlotte County Public Schools



*Guidelines and Procedures
for
Student Registration
and Records*

District Vision
Student Success!

District Mission

We will provide an innovative educational environment that allows and inspires success for everyone.

Core Values

Communication with clarity and civility

Diversity and individual differences

Effective leadership

Employees

Ethical behavior

Innovation and productivity

Safe and healthy environment

Strong connections among the home,
school, and community

Strong partnerships

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Guidelines and Procedures for Registration and Records

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Guidelines for Registration and Records

I. Introduction

All Charlotte County Public Schools must follow the student registration and records guidelines to create a uniform and consistent procedure for registration, enrollment and record keeping across the District. These guidelines do not supersede School Board Policy, Florida State Board of Education Administrative Rules, or Federal Law.

Education records are maintained to facilitate the instruction, guidance, and educational progress of all students in programs operated under the authority and direction of the School Board of Charlotte County. In addition, State Board of Education Regulation 6A-1.0955, states that there shall be a permanent record card maintained for each pupil and adult student enrolled in school. This permanent record shall be under the control of the principal and shall be kept current.

Records maintained for all students (including adult students) enrolled in the Charlotte County Public Schools are located in the schools and centers under the direct supervision of the principal, director, or coordinator of the building. Student records are also housed at the District office under the supervision of the Director of Information and Communication Services, the Director of Student Services, the Director of Exceptional Student Education and the Assistant Superintendent for School Support and as directed by the Superintendent of Schools.

Parents and adult students have access to the *Guidelines for Education Records of All Students*. Each school center and the district administrative office maintains brochures for review by the public.

II. Definitions

Education Records and Reports - official records, files, and data directly related to students that are created, maintained, and used by public educational institutions, including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system for legitimate educational or research purposes under the regulation of Florida Statute 1002.22 and Rule 6A-1.0966(1), FAC. Information contained in education records shall be classified as Category A or Category B records.

Category A Records - permanent information of educational importance which is kept current and retained permanently according to FAC 6A-1.0955.

The following information must be maintained for each student (including adult students) on the Florida Permanent Record Card, Form ESE-386, Category A, Education Records, Grades Pre-K-12,"[Rule 6A-1.0955 (3) (A)]

1. Student's full legal name,

2. Authenticated birthdate, place of birth, race, ethnicity and sex,
3. Last known address of the student,
4. Names of the student's parent(s) or guardian(s),
5. Name and location of last school attended,
6. Number of days present and absent, date enrolled and date withdrawn,
7. Courses taken and record of achievement, such as grades, units, or certification of competence,
8. Date of graduation or date of program completion, and
9. Records of requests for access to and disclosure of personally identifiable information from the education records of the student as required by FERPA

Category B Records – temporary verified information of educational importance which is subject to periodic review and elimination, when the information is no longer useful according to FAC 6A-1.0955.

These records may include but are not limited to the following information:

1. Health information and health care plans,
2. Family background data,
3. Standardized test scores,
4. Educational and career plans,
5. Honors and activities,
6. Work experience reports,
7. Teacher comments,
8. Reports of student services, or exceptional student staffing committees, including all information required by Section 1001.42(l), Florida Statutes,
9. Correspondence from community agencies or private professionals,
10. Driver education certificate,
11. List of schools attended,
12. Written agreements of corrections, deletions or expunctions as a result of meetings or hearings to amend educational records, and
13. Records designated for retention by the Florida Department of State in General Records Schedule GS7 for *Public Schools Pre-K-12, Adult and Vocational/Technical*.

Child - any person who has not reached the age of majority.

Pupil / Student - any child who is enrolled in any instructional program or activity conducted under the authority and direction of the Charlotte County School Board.

Adult or Eligible Student - any person who has attained 18 years of age and is enrolled in any instructional program or activity conducted under the authority and direction of the Charlotte County School Board

Directory Information – information which may be made available upon request without parent or adult student permission. This information includes student name, address, telephone number (if it is a listed number), date and place of birth, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance and date of graduation or program completion.

School Official - a person employed by the district as an administrator, supervisor, instructor, or support staff member including health and law enforcement personnel; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist).

Legitimate Educational Interest - any school official who needs to review an education record in order to fulfill his or her professional responsibility.

III. Responsibility for School Records

The principal, director, or coordinator of each school holds the responsibility for school records.

IV. Name Changes

The original name of a student (including adult students) written on the education record shall not be changed without an official court order.

V. Initial Registration Process

General Information

Welcoming new families is of paramount importance to a good start in creating positive relationships between the school and families. The person who is responsible for registering a new family sets the tone for the relationship between school and family. It is a very serious responsibility.

Color of Cumulative Folder Tab

Refer to the color coded chart at the end of this booklet to determine what color tab should be put on the cumulative folder.

Requirements

Age Requirements for Registration: All children between the ages of 6 and 16 must attend school.

According to Florida Statute 1003.21

1. All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as provided in statute are required to attend school regularly during the entire school term.
2. Any child who has attained the age of 5 years on or before September 1 of the school year is eligible for public kindergarten during that school year.

3. Any child who will have attained the age of 3 years on or before September 1 of the school year may be eligible for admission to a Head Start program during that school year as provided by Florida Statute 1003.21 (1) (e). Head Start is an income eligible program funded for a limited number of children.
4. Any child who has attained the age of 6 years on or before September 1 of the school year and who has been enrolled in a public school OR who has attained the age of 6 years on or before September 1 and has satisfactorily completed the requirements for kindergarten in a private school from which the district school board accepts transfer of academic credit, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the District's *Student Progression Plan*.
5. A student who attains the age of 16 or 17 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment.
6. Children with disabilities who have attained the age of 3 years shall be eligible for admission to public special education programs and for related services under rules adopted by the school board. Children who are deaf or hearing impaired, visually impaired, dual sensory impaired, severely physically handicapped, trainable mentally handicapped or profoundly handicapped or who have established conditions or exhibit developmental delays, below age 3, may be eligible for special programs, or if enrolled in other pre-kindergarten or day care programs may be eligible for supplemental instruction.

Legal Name: The legal name MUST be used on all official documents including the registration form. However, with Hispanic students the mother's name is not considered part of the last name unless it is hyphenated.

Verification of Date of Birth: One of the following should be presented. The verification should be copied (except for passports) and placed in the cumulative folder.

- Birth Certificate
- Baptismal certificate showing the date of birth and place of baptism of the child accompanied by an affidavit sworn to by the parent
- An insurance policy on the child's life which has been in force for at least 2 years
- A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent
- A passport or certificate of arrival in the United States showing the age of the child
 - ❖ No copies of passports can be made according to statute; therefore, the registrar should indicate that the passport or certificate has been presented.

- A transcript of record of age shown in the child's school record of at least 4 years prior to application, stating the date of birth
- A wallet-size Birth Registration card issued by the county health department with the raised health department seal (No photocopies are acceptable.)
- A hospital certificate with the raised hospital seal accompanied by an affidavit sworn to by the parent.
 - ❖ If none of these items can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician is acceptable. If this is not available in the county, a licensed practicing physician designated by the school board, can certify that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

Charlotte County Residency

1. The parent/guardian/caretaker should provide 1 piece of evidence as proof of residency, to be submitted from the following sources. This evidence should be notarized or verifiable where possible. Copies should be placed in the student's cumulative folder.
 - ❖ **Note:** A driver's license is not acceptable as proof of residency.
 - Current utility bill (water or electric) in the name of the person registering the child
 - Current rent receipt
 - Lease agreement
 - Warranty deed
 - Mortgage commitment
 - Contract including specified closing date for purchase
 - Vehicle registration
2. In secondary schools, further evidence may be required to establish athletic eligibility under the Rules of the Florida High School Athletic Association.
3. If none of the items listed above can be provided, enrollment should not be delayed, especially for children of mandatory attendance age. In this situation, the parent/guardian/caregiver should complete Appendix 6, the *Address Verification Affidavit*. When students have been enrolled under these circumstances, proof of residency is expected within 30 days or the student may be subject to transfer to the appropriate school. Unusual circumstances should be referred to the Assistant Superintendent for School Support.

Social Security Cards/Numbers - Optional

Florida law (F.S. 1008.386) requires that the social security number be requested to act as the state student identification number. However, giving the number is optional.

If parent/guardian/caretaker chooses not to give the social security number at enrollment, the parent should not be asked a second time for this number. The person registering a new student must read the following to the parent/guardian/caretaker.

“Our registration form includes an optional request for your student’s Social Security Number. This is only a request and you are not obligated to provide that information. A student number will be assigned to your student if you choose.”

Under no circumstances should a person be pressured to supply any social Security number. TO DO SO IN ANY FORM IS TO BREAK FEDERAL LAW.

Married and/or Pregnant Students

Students who are married or who become married and students who are pregnant shall not be prohibited from attending school. These students and students who are parents shall receive the same educational instruction or its equivalent as other students but may voluntarily be assigned to a class or program suited to their special needs.

Items Parent/Guardian/Caregiver Should Have for Registration

Parent, guardian, or caregiver should provide the following items at the time of enrollment. In some cases, a parent may be given extended time to provide some of the documentation. Homeless students are not required to provide these documents and should be enrolled immediately.

- Proof of date of birth
- Proof of immunization
- Proof of physical examination
- Proof of residency
 - Students living in a shelter, hotel/motel, or other non-permanent residence are asked to complete Appendix 17, *Affidavit of Non-Permanent/Regular Residence Status*
- Previous school records (if applicable)

When parents show up without an appointment, every effort should be made to accommodate registration.

Forms Parent/Guardian/Caregiver Will Complete During Registration

During the registration process, the parent, guardian, or caregiver will complete or supply the following forms. Once all forms are completed, the registrar will verify by completing Appendix 2, *The Registration Checklist* or Appendix 3, *Foreign Exchange Student Registration Checklist* if the student is a foreign exchange student. **Black or blue ink should be used for written documents as pencil does not image well.**

- ❖ Parents/guardians/caregivers fill out
 - Appendix 4 – School Registration Form Pre-K through Adult
 - Appendix 5 – School Disclosure Form
 - Appendix 9 – Student Health Assessment Form
 - Appendix 10 – Emergency Information Card

- Appendix 11 – Parent/Guardian/Caregiver Consent Form
 - Bus agreement
 - Photographing/Video Taping/Internet Display
 - Educational and Health Screening
 - Off School Activity
 - Release of Directory Information
 - Survey Participation
 - Appendix 12 – Student Records Request Form
 - Appendices 13 and 14 – Guardianship and Acceptance
 - Appendix 17 – Affidavit of Non-Permanent Residence (if applicable)
- ❖ Parent/ guardian/ caregiver/ should supply
- Any referral/special placement documentation (i.e. Exceptional Student Education, 504, Chapter 1, Dropout Prevention, ELL)
 - Guardianship, custody, or other court documents

Health Information Procedures

When a parent/guardian/caregiver arrives at school to register a child, the registrar will request the student's health records which will include the following:

- A physical exam (dated within the past 12 months) on an approved form;
- Proof/documentation of immunizations; and
- A completed Student Health Assessment Form.

The registrar will put the health information in the blue health folder and attach the pink sheet from the registrar's checklist on the blue folder.

If the nurse is present, the family is referred to the nurse for review of health records in the blue folder. If the nurse is not available, the blue folder along with the information is sent to the nurse.

The school nurse completes the following:

- reviews the health records;
- reviews all health alerts;
- enters into the FOCUS student system all data pertaining to the physical exam dates and immunizations for all grade levels;
- reviews immunization reports generated from the Reportal System to verify compliance for the appropriate grade level;
- makes corrections and/or additions by posting the information to the FOCUS student system;
- fills out Form 680 if there is a current copy of the immunization records; and
- notifies the parent/guardian/caregiver of any discrepancies in health records that must be completed.

Follow Up Procedures for Students With Health/Immunization Discrepancies

If a discrepancy is found in the student's health record, the school nurse will be responsible for notifying the parent of the immunization(s) or physical examination discrepancies. If there is no response from the parent, the school nurse, in conjunction with the school principal, will complete an *Exclusion from School* letter. Under normal circumstances, students are given 30 days from registration to complete health and immunization requirements before exclusion.

Custody

Responsibility of person enrolling child(ren): The parent/guardian/caregiver should accompany the child(ren). If a child(ren) is being enrolled by someone other than the natural parents, the best interest of the child should be taken into consideration, along with the following guidelines:

1. If legal guardianship can be determined by court documents, these should be presented at registration and copies retained for the student's cumulative folder.
2. If legal custody is not demonstrated by court documents, completed Limited Power of Attorney Granting Parental Rights (Appendix 13) and Acceptance of Limited Power of Attorney (Appendix 14) should be presented at registration and copies retained for the student's cumulative folder.
3. If State agencies such as the Department of Children and Family Services (DCS) and/or the Department of Juvenile Justice (DJJ) have custody of the child(ren), the child(ren) should be enrolled without delay.
4. If custody of the child(ren) is with foster parents, the child(ren) should be enrolled immediately upon proof of identification of foster parents and request for documentation should follow.
5. Homeless students should be enrolled immediately.

F.S. 1000.21 (5)

Transportation Procedures

When a parent arrives at school to register a child, the registrar will determine the mode of transportation for the student based on the following:

- ✓ If the student resides in the transportation area, the parent should be asked if the student will be using transportation. If no transportation is requested, no bus pass is issued, and the student's transportation code will be "NT."
- ✓ If the student lives within the boundaries of the school of attendance and does not require special transportation services per an IEP, the registrar will determine if the student's residence address falls within the walk boundary or in the transportation area using MapNet Web.
- ✓ If the student is provided transportation, a bus pass is required, and the student's transportation code will be one of the following:
 - "N": for normal transportation;
 - "T1": for a high school dual enrolled Tech student that attends morning classes at CTC;

- **"T2"**: for a high school dual enrolled Tech student that attends the early session of afternoon classes at CTC; or
 - **"T3"**: for a high school dual enrolled Tech student that attends the second session of afternoon classes at CTC.
- ✓ If the student lives outside the boundaries of the school of attendance but is assigned to that school based on ELL assignment, or an IEP, the registrar will
- Ask the parent if the student will be using transportation. If no transportation is requested, no bus pass is issued, and the student's transportation code will be **"Y."**
 - If the student will use transportation, a bus pass is issued, and the student's transportation code will be one of the following:
 - **"ES"**: for an ESE or ELL (ESOL) assignment;
 - **"OF"**: for Omega full-time
 - Determine if there is an existing stop on a route based on the student's residence address by using MapNet Web. If there is no stop available, the registrar will call the appropriate transportation facility and request that a stop be added.

Reassignments:

- If the student is requesting reassignment from another county, that student is not eligible for bus transportation. The registrar will enter **"B"** as the student's transportation code.
- If the student is enrolled based on a voluntary reassignment from within the district, that student is not eligible for bus transportation. The registrar will enter **"Y"** as the student's transportation code.

Day Care

If the parent requests transportation for day-care purposes for an elementary student, the registrar should investigate since this may be approved if the day care provider's address is within the assigned school's attendance boundary, outside the walk area of the school, and if there is space available on the bus in question based on the number of eligible students that are assigned to it. The parent must provide the address for the day-care provider at the time of registration. The registrar will complete a bus pass indicating the morning bus/stop information based on the pick-up address, and the afternoon bus/stop information based on the delivery address. The assignments set up at this time will remain in effect until the parent makes a change at the school and a new bus pass is written. Students using this type of alternate address for morning and/or afternoon transportation will be assigned the closest existing stop on a route. Regardless of walking distance, a new stop will not be provided (School Board policy). In this situation, the student's transportation code will be **"N."**

Joint Custody

Transportation will be approved to different addresses due to joint custody if the parent entitled to visitation lives within the boundaries of the school of attendance and outside the walk area of the school. The registrar will complete a bus pass indicating both the home address and the address of the parent entitled to visitation. A visitation schedule should be attached to the bus pass. In this situation, the student's transportation code will be "N."

Middle and High School

Students are transported to and from their residence address only. A school principal, or his/her designee, may approve written verifiable requests from a parent requesting an alternate stop on a case by case basis. A bus pass must be written if approved.

ESE Assignment With IEP

If the student lives outside the boundaries of the school of attendance but is assigned to that school based on an ESE assignment, and requires special transportation services per an IEP, the registrar will

- Ask the parent if the student will be using transportation. If no transportation is requested, no bus pass is issued, and the student's transportation code will be "Y."
- If the student requests transportation, a bus pass is required, and the student's transportation code will be "EX."
- Call the ESE dispatcher and request a stop be added.
- Students using an alternate address for morning or afternoon transportation will be assigned to a stop based on the IEP requirements.

Charlotte Harbor Center

- Determine if the student requires special transportation services per an IEP.
- Ask the parent if the student will be using transportation. If no transportation is requested, the student's transportation code will be "NT" if their residence is in Charlotte County. If the student lives outside Charlotte County, the transportation code will be "B."
- If needed, call the ESE dispatcher and request that a stop be added.
- If the student will use transportation, the transportation code will be one of the following:
 - "EX": for West Campus;
 - "SA": for SANDS;
 - "SD": for a Shortened Day;
 - "SE": for SEA;
 - "SL": for SAIL; or
 - "SP": for the 3:00 program
- If the student will be transported to and/or from an alternate address for day-care purposes, the parent must provide the address at the time of registration. The registrar will notify the ESE Dispatcher with the morning pick-up address, and the afternoon delivery address. The assignments set up at this time will remain in effect until the parent makes a change at the school and the ESE Dispatcher is notified. Students using an alternate address for morning or afternoon transportation will be assigned to a stop based on the IEP requirements.

The Academy

- Ask the student/parent if the student will be using transportation. If no transportation is requested, the student's transportation code will be "NT" if their residence is in Charlotte County. If the student lives outside Charlotte County the Transportation code will be "B."
- If the student will use transportation, the following will be done:
 - Determine if there is an existing stop on a route based on the student's residence address by using MapNet Web.
 - If there is no stop available, the registrar will call the appropriate transportation facility and request a stop be added.
 - A bus pass is issued and the student's transportation code will be one of the following:
 - "N": for normal transportation;
 - "SE": for SEA;
 - "SP": for the 3:00 program; or
 - "TP": for teen parent students and babies

McKinney-Vento Homeless Education Assistance

Children enrolling under an emergency or homeless condition are entitled to transportation to their school of origin (to the extent feasible), except when doing so is contrary to the wishes of the parents. The parents may request placement of the student in a different school. All transportation arrangements are made through the District Homeless Liaison at the Children and Families First (CFF) office.

Homeless Students

Homeless students should be enrolled immediately. The McKinney-Vento Act requires that schools enroll students even if they are not able to provide the documents typically required for enrollment [42 U.S.C. Section 11432(g) (3)(C)].

- If needed, call Charlotte County Public Schools Children and Families First (CFF) at 255-7480 for assistance from the District Homeless Liaison.
 - Children enrolling under an emergency or homeless conditions shall be granted a 30-day exemption from meeting enrollment requirements.
 - Although proof of the immunization history is waived, every effort must be made to begin or update immunizations prior to enrollment. The District Homeless Liaison (DHL) must be notified immediately in order to assist with obtaining the enrollment documents as well as to serve the immediate needs of the student and family.
 - The parents of homeless children attending schools where a uniform dress code is required may request assistance with uniforms by contacting the appropriate school personnel or the DHL assigned to assist these families.
 - The following forms should be presented at registration and copies retained for the student's cumulative folder:
 - ✓ Appendix 13, *Limited Power of Attorney Granting Parental Rights*; and
 - ✓ Appendix 14, *Acceptance of Limited Power of Attorney*; or
 - ✓ Appendix 17, *Affidavit of Non-Permanent Residence* should be presented at registration and copies retained for the student's cumulative folder.
 - According to the McKinney-Vento Homeless Educational assistance Act, a "homeless student" is defined as
 - Children and youth who lack a fixed, regular, and adequate nighttime residence, including children and youth who are
 - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - b. Living in motels, hotels, trailer parks, cars, public spaces, abandoned buildings, substandard housing, bus station, camping grounds or similar settings due to the lack of alternative adequate accommodations;
 - c. Living in emergency or transitional shelters;
 - d. Abandoned in hospitals; or
 - e. Awaiting foster care placement.
2. Migratory children who qualify as homeless because they are living in circumstances described above (section 1309 of the Elementary and Secondary Act of 1965).

3. Unaccompanied youth [42 U.S.C. Section 11434A(6)], including any youth not in the physical custody of a parent or guardian including the following:
- a. Runaways;
 - b. Youth denied housing by their families (sometimes referred to as “throwaway” children and youth);
 - c. Youth whose parents are unable to provide regular/adequate housing due to financial hardship;
 - d. Youth who have chosen to leave home for a variety of reasons, even though their parents are willing to provide a home for them; and
 - e. School-age unwed mothers, living in homes for unwed mothers, who have no other housing available.

Undocumented Students

School personnel, especially school administration and those involved with student enrollment activities, should be aware that they are under no obligation to enforce U.S. immigration laws. The Supreme Court ruled in 1982 (Plyer v.Doe) that undocumented children and young adults have the same rights as U.S. citizens and permanent residents to attend public primary and secondary schools. Like other children, undocumented students are required under state laws to attend school until they reach the legally mandated age.

As a result of the Supreme Court ruling, schools may not

- deny admission to a student during initial enrollment or at any other time on the basis of undocumented status;
- treat a student differently to verify residency;
- engage in any practice that “chills” or hinders the right of access to school;
- require students or parents to disclose or document their immigration status;
- make inquiries of students or parents that may expose their undocumented status;
- require social security numbers as a requirement for admission to school as this may expose undocumented status;
- provide any outside agency, including the Immigration and Naturalization Service, with any information from a child’s school file that would expose the student’s undocumented status without first getting permission from the student’s parents. The only exception is if the agency gets a court order (subpoena) that parents can then challenge. Any such request should be referred to the Assistant Superintendent for School Support.

VI. Registering Transfer Students

Registering Transfer Students from Outside of Charlotte County

Registering transfer students who come from outside Charlotte County should follow the same guidelines as initial registrations. In addition the following guidelines apply:

Florida Rules Governing Transfers from Schools Outside of Florida

A student who transfers from an out-of-state nonpublic school and who does not meet regular age requirements for admission to Florida public schools may be admitted if the student meets age requirements for public schools within the state

from which he or she is transferring, and if the transfer of the student's academic credit is acceptable under rules of the School Board. The parent/guardian/caregiver should provide names and addresses of previous schools attended together with any available information from such previous schools, such as report cards, transcripts, or student participation in special programs.

- Documentation that the parent/guardian/caregiver was a legal resident of the state in which the child was previously enrolled in school (property tax receipts, current dated rent receipts, or other verifiable materials).
- An official letter or transcript (on school stationery) must be received from the proper school authority. **Based on Florida Statute, for entry into first grade, the transcript must indicate satisfactory completion of a kindergarten program.**
- All other registration requirements must be met.
- Appendix 12, the *Student Records Request* should be completed.
- Homeless students and unaccompanied youth are exempt from the above requirements. Contact the DHL at 255-7480 for assistance.
(DOE Rule FAC 6A-1.0985 (2); 6A-1.0985(3))

Overage Students

Overage students may be referred to the Principal of The Academy for possible placement.

VII. Transfer of Records

Requesting Records for Students Transferring from Outside of Charlotte County

- The parent/guardian/caregiver should provide names and addresses of previous schools attended together with any available information from such previous schools, such as report cards, transcripts or student participation in special programs.
- Records provided by parents may be used for initial placement but are not considered official records.
- Official records are supplied by the educational institution from which the student is transferring. If the student is transferring from outside Charlotte County but within the state of Florida, *Request for Electronic Transfer of Records* should be used when possible. If electronic transfer is not possible, Appendix 12, *Student Records Request* should be completed. Once records are received, the student identification number (if from Florida) should be verified and all other information updated.

Requesting Records for Students Transferring from Inside Charlotte County

- The sending school should send complete and updated records immediately upon request.

- The receiving school should NOT send parents/guardians/caregivers back to the original school to retrieve records.
- It is the responsibility of the receiving school to update all records.

Sending Records to School Outside of Charlotte County

- Upon request of officials of educational institutions for transfer of student records, school officials shall make a reasonable attempt to notify the adult student or the parent/guardian/caregiver as appropriate of the transfer of the records at the last known address of the adult student or of the parent/guardian/caregiver of the student.
- This notice shall not be necessary if the student or parent/guardian/caregiver initiates the transfer request, or when the district includes in its policies that it forwards education records on request to a school in which an adult student or a pupil seeks or intends to enroll.
 - A. The transfer of records shall be made immediately upon written request of an adult student, a parent or guardian of a pupil, or a receiving school. The principal or designee shall transfer a copy of all Category A and Category B information and shall retain a copy of Category A information.
 - B. The transfer of student education records shall not be delayed for nonpayment of a fee or fine assessed by the school.

VIII. End of the Year Transfer of Records

When students move from one level to another i.e., from elementary school to middle school or from middle school to high school, it is the responsibility of the sending school to deliver the appropriate student records.

Before transferring the records, make sure that only the following information is in the cumulative folder. Duplicates of any information must be removed and shredded.

- ✓ The most recent registration form (purge all others);
- ✓ Copy of birth certificate;
- ✓ Demographic information;
- ✓ Social security card information—if present;
- ✓ Final report cards—discard duplicates
- ✓ Test labels;
- ✓ Test results remain in the folder;
- ✓ Testing information for students who have been tested for ESE but were found ineligible;
- ✓ Section 504 plans for eligible students including the summary report, accommodation plans and notice of parental rights;
- ✓ Current legal documents i.e., custody paper, etc.;
- ✓ Student pictures; and
- ✓ Stipulations for expulsion and expulsion deferments.

The cumulative records must be transferred in the following manner:

- ✓ The records must be sent in good order.
- ✓ All staples from records must be removed.
- ✓ Testing information must be filed before sending to the next level.
- ✓ Arrangements with the receiving school must be made in advance. No records should be dropped off at a school site -- there must be someone to receive the records in order to secure them at the receiving site.
- ✓ A list of all the records must accompany the records.
- ✓ The receiver will work with the sender of the records to verify that all records for names on the list are present.
- ✓ Both the receiver and sender will sign off on the list and copies will be made for both files.
- ✓ Discard the following from the folder
 - Drawings, notebooks, workbooks, or other class work
 - Discipline reports
 - Reassignment forms
 - Teacher or parent notes that are no longer applicable
 - Free lunch applications
 - Attendance records
 - Emergency information

- ❖ Note: ↪ Health records move directly from school nurse to school nurse.
- ↪ ESE records move directly from liaison to liaison.
- ↪ Section 504 records move directly from counselor to counselor.

Students Who Move or Who Do Not Enter

Once it has been established that a student has moved or did not enter at the next level, the files must be returned to the previous school.

- ✓ A list with the names of returned files is generated.
- ✓ Arrangements are made with the previous school to accept the files.
- ✓ The files must be verified from the generated list.
- ✓ Both schools will sign off and retain copies of the list with signatures.

IX. Incomplete Registration Documents

If a student's registration documents are incomplete, the child's name shall be placed in a log kept for that purpose and the following actions shall be taken and noted by school personnel until the updated or completed registration materials have been received.

- 5 days after enrollment, registration materials should be requested by telephone from the parent/guardian/caretaker.
- 15 days after enrollment the parent/guardian/caretaker should be sent an Appendix 15, *Incomplete Registration Reminder* letter. If the letter is returned by the postal service, a computer search should be performed to confirm

the child is not enrolled at another site, and to confirm the accuracy of the mailing address.

- For homeless students, 15 days after enrollment the school must notify the social worker assigned to assist homeless families of any problems with the enrollment. A copy of Appendix 15, the *Incomplete Registration Reminder Letter* should be faxed to 255-7483.

X. Retention of Discipline Records

These are Category B records and are kept and maintained in the dean's office as well as kept in the student data base files.

Student Arrest

- This record series consists of information on a student provided by an arresting authority to a public school system pursuant to section 985.207 F.S. It may consist of notification from the principal to the student's teachers, from the superintendent to the principal, as well as any forms from the law enforcement agency dealing with the arrest.
- This information may NOT be placed in a student's permanent cumulative folder.
- Record copy should be kept for 9 months from the date of arrest.
- Duplicate copy is retained until obsolete, superseded or the administrative value is lost.

Student Major Discipline Offense

- This record series consists of files and related materials created in reviewing an adverse action or statement against a student, a copy of the proposed adverse actions with supporting documents, statements of witnesses, reports, and decision. Among the reports may be a bus driver's report on a student's misbehavior on school buses.
- This information is kept in FOCUS in perpetuity
- Record copy should be kept until the end of the school year
- Duplicate copy is retained until obsolete, superseded or the administrative value is lost.
- Duplicate copies will be kept for one year after the student leaves the school

Student Minor Discipline Offense

- This record series consists of files and related materials created in reviewing an adverse action or statement against a student, a copy of the proposed adverse action with supporting documents, statements of witnesses, reports, and decisions. Among the reports may be a bus driver's report on a student's misbehavior on the school bus.
- Record copy is kept until the end of the school year.
- Duplicate copy is retained until obsolete, superseded or the administrative value is lost.
- Duplicate copies will be kept for one year after the student leaves the school

Student Expulsion

- This record series consists of suspension notices stating the reasons, investigative reports, notice of hearing, transcript recommendations, and final outcome.
- Record copy is kept at the District office by the Director of Student Services for 5 fiscal years after the final disposition.
- Duplicate copies are retained until obsolete, superseded or the administrative value is lost as determined by the Director of Student Services

XI. Preparation of All Records for Retention at the District Office

After three years student cumulative folders should be sent to the district office for archiving/scanning.

1. Remove all staples from documents
2. Remove all duplicate information
3. Alphabetize the folders
4. Prepare an alphabetized list of all the students' names whose folders are being sent – include the school name and relevant school year of records on the list
5. Use approved banker boxes with removable lids. Size 10"H x 12"W x 15"D. This size is necessary for storage shelves
6. Place designated and completed box labels on the front and back (under the handles) of each box using tape. **Do not** tape the boxes shut. (*See label form at the end of this manual*).
7. Email the Records Manager at the district office with the completed storage request form and the electronic student list. (*See record storage request form at the end of this manual*).
8. Include the following cumulative records in this order:
 - ✓ The most recent request for records
 - ✓ The most recent withdrawal form and/or declaration to terminate
 - ✓ The most recent registration form showing address
 - ✓ Final transcript – including date of graduation and diploma type if graduated
 - ✓ All previous grade level year-end report cards not on the transcript
 - ✓ FCAT, ACT, SAT Scores
 - ✓ Copies of the following ESE documents (*if applicable*)
 - initial consent/placement form
 - most recent psychological evaluation
 - most recent IEP
 - ✓ The most recent 504 plan (*if applicable*)
 - ✓ The most recent ELL (*if applicable*)
 - ✓ Census cards (*if applicable*)
 - ✓ Student record access log (*if applicable*)
 - ✓ Legal documents indicating a name change

- ✓ Copy of birth certificate
- ✓ Social security card/number for adult students (*if applicable*)
- ✓ Immunization record

9. Discard the following from the folder:

- ✓ All duplicates of the above information
- ✓ All registration materials except the latest one
- ✓ Discipline reports
- ✓ Absentee excuses and parent notes
- ✓ Emergency information
- ✓ Reassignment forms
- ✓ Attendance records
- ✓ Teacher comments or miscellaneous notes
- ✓ Free lunch applications
- ✓ Custody papers/court orders

10. The confidential ESE records should be kept separately from the regular cumulative folder and kept for 5 years. It should include the following:

- ✓ Initial consent for placement in ESE
- ✓ Most recent psychological evaluation
- ✓ Most recent Individual Education Plan (IEP)

11. Health records should be kept separately from the regular cumulative folder by the school nurse for 7 years and should include the following:

- ✓ Administration of medicines
- ✓ Clinical logs
- ✓ Professional treatment records
- ✓ Release of medical records

XII. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

- ❖ The right to inspect and review the student's education record.
- ❖ The right to request the amendment of the student's education records that are believed to be inaccurate.
- ❖ The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- ❖ The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with requirements of FERPA.

XIII. Disclosing Information

Permanent Record Disclosure

Access to any student educational record or the release of any personally identifiable information without the written consent of the parents of the pupil or eligible adult student is prohibited with certain exceptions listed below. The consent must contain the reason for the release, the specific records to be released, and to whom the records are being released. The signed and dated approval must be maintained with the permanent record file. The following categories are exempt from the above prohibition:

- A. Officials of schools, school systems, area vocational-technical centers, community colleges, or institutions of higher learning in which the pupil or adult student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent, guardian, student, or adult student upon request.
- B. Other school officials, including teachers within the educational institution or agency, who have a legitimate educational interest in the information contained in the records.

"School official" is defined as a person employed by the district as an administrator, supervisor, instructor, or support staff member including health and law enforcement personnel; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist).

"Legitimate educational interest" is defined as any school official who needs to review an education record in order to fulfill his or her professional responsibility.

- C. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or state or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable federal statutes and regulations of the United States Department of Education, or in applicable state statutes and rules of the State Board of Education.
- D. Other school officials, in connection with a student or adult student's application for, or receipt of, financial aid.
- E. Individuals or organizations conducting studies for, or on behalf of, an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering student or adult student aid programs, or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents or adult students by persons other than

representatives of such organizations and if such information will be destroyed when no longer needed for the purpose of conducting such studies.

- F. Accrediting organizations, in order to carry out their accrediting functions.
- G. For use as evidence in student or adult student expulsion hearings conducted by a district school board pursuant to the provisions of Chapter 120, Florida Statutes.
- H. Appropriate parties in connection with an emergency, if knowledge of the information in the student or adult student's educational records is necessary to protect the health or safety of the student, adult student, or other individuals.
- I. The Auditor General in connection with his official functions; however, except when the collection of personally identifiable information is specifically authorized by law, any data collected by the Auditor General shall be protected in such a way as will not permit the personal identification of student and their parents or adult students by other than the Auditor General and his staff, and such personally identifiable data shall be destroyed when no longer needed for the Auditor General's official use.
- J. A court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student and his parents or adult student are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.
- K. A person or entity pursuant to a court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student or his parents or adult student, as defined in 26 U.S.C.s.152 (section 152 of the Internal Revenue Code of 1954), is notified of the order of subpoena in advance of compliance therewith by the educational institution or agency.
- L. Credit bureaus, in connection with an agreement for financial aid which the student has executed, provided that such information may be disclosed only to the extent necessary to enforce the terms or conditions of the financial aid agreement. Credit bureaus shall not release any information obtained pursuant to this paragraph to any person.

Maintaining a Record of Disclosure

Each school must maintain a record indicating all parties, other than school officials, having requested or obtained access to a pupil or adult student's educational record. The maintained record must indicate specifically the legitimate interest that each party has in obtaining the information.

Such record of access or release shall be available only to the parents, adult students, and persons or organizations as noted according to Florida Statute.

XIV. Directory Information

Charlotte County Public Schools reserves the right under FERPA to release the following "directory information" without prior permission of the parents or guardian. Such information will be limited to the following information about the student:

- Name, address, phone number
- Grade level
- Age
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Graduation date
- Awards and honors received

Prior to the opening of school each year, school principals shall inform parents and eligible adult students of the above and give them 20 days in which to notify the school, in writing, informing the school that they do not want such personally identifiable information to be designed as directory information with respect to that student. This notification is done through Appendix 11, *Parent Consent* Form.

Directory information will be released by the principal or his designee to the Division of Youth Services, Division of Social and Economic Services, local police and sheriff's departments and other agencies or persons having a bonafide need to know.

In the preparation of cases for prosecution under the Compulsory School Attendance Law, Florida Statute 1003.21, the Department of Educational Services is authorized to release pertinent school data in interpretative form to the State Attorney's office, to the Division of Youth Services, and to the Circuit Court Juvenile Division.

In cases of child abuse, school officials are authorized, and mandated by Florida Statute, to report same to the Division of Social and Economic Services and provide them with the necessary information to pursue such complaints.

School principals will publish in their yearly handbook any personally identifiable information regarding students that may be published without prior written consent of the adult student or the parents/guardians/ caregivers of students.

School principals shall attach to any personally identifiable information released that it is to be used only for the original intended purpose and is not to be released to any other party without prior written consent of the adult student or the parents/guardians/caregivers of the student, as appropriate.

Any personally identifiable information released to an institution, agency, or organization shall be stamped or a notice attached "to be used only for the purpose for which the disclosure was made."

XV. Military Access to Student Information

Congress has passed the National Defense Authorization Act which is legislation that requires local educational agencies to give military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers. Local school districts are generally required to provide students' names, addresses, and telephone listings to military recruiters, when requested. Parents may opt out of this disclosure through Appendix 11, *Parent Consent Form* which is given to every student every year.

XVI. Protection of Pupil Rights Amendment (PPRA)

Administration of Surveys

The Protection of Pupil Rights Amendment (PPRA) governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas if the survey is funded in whole or part by the U.S. Department of Education:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

XVII. Parent Inspection and Review of Education Records

Parents of students who are attending or parents of former students who have attended Charlotte County Public Schools, have the right to inspect and review all educational records directly related to their children under 18 years age.

Whenever a student or former student becomes eligible, the permission or consent required of, and the rights accorded to, the parents of the pupil shall thereafter only be required of, and accorded to, the adult student.

❖ Exception: Parents shall have access to their dependent children's records regardless of age and shall have the right of signing for the release of dependent children's records.

➤ In cases of legal separation or divorce, either parent may have access to a pupil's educational record unless an appropriate court order to the contrary has been filed with the school.

- If any material or document in the educational record of a pupil includes information on more than one pupil, the parent or eligible adult student seeking access will have the right to inspect and review only those parts that relate to said pupil or to be informed of the specific information contained in such material.
- Compliance with a request to inspect and review a pupil or adult student's educational record should be done as quickly as administratively feasible; under no circumstances should the time element exceed 20 calendar days after the request has been made.
- Each year schools in the district will publish in their handbooks the following notice:

Parent & Adult Student Rights Regarding Educational Records

Every student (including adult students) shall have a right to privacy with respect to the educational records kept on him or her.

Parents or legal guardians and adult students have the right to review and receive an interpretation of records maintained, a right to a copy of the record, a right of waiver of access, a right to contest records, a right to challenge and a right to a hearing if requested. Requests for appointment to review, waive, or contest records should be made to the school principal or his designee.

Copies of a permanent record may be sent to a school outside of the Charlotte County Public School System upon receipt of a written official school request. Parents and adult students are hereby notified that such requests will be honored by the schools. Parents and adult students have a right to inspect records sent to other schools. Requests for records from all other sources require **written** permission of the parent, guardian, or adult student.

Adult students or the parent or guardian of students may exercise the right of waiver of access to confidential letters or statements. The waiver shall include but not be limited to access to confidential letters or statements. The waiver shall not be valid unless in writing and signed by the adult student or the parent or guardian of the student, as appropriate. School districts may not require that adult students or the parent or guardian of students waive any of their rights under Section 1002.22(3)(b) Florida Statutes.

- In their annual notice to parents, school principals will notify parents of any fees charged in connection with copying records. The fee must be in compliance with the local school costs for material reproductions.
- The school district's policy concerning educational records may be reviewed at any school site or the school district administration office.

- In instances where school officials are knowledgeable that a parent or guardian of a pupil or adult student cannot comprehend a message in English, every effort shall be made to communicate the notice published in the handbook.

VIII. Right to Challenge and Hearing

A parent, guardian, caregiver, student, or adult student shall have the right to challenge the content of any record or report according to Florida Statute 1002.22.

Any challenge arising under the provisions of this statute may be settled through informal meetings or discussions between the parent, guardian, pupil, or adult student and the appropriate officials of the educational institution.

XIX. Hearings

Informal Hearing

School principals shall provide an opportunity for an informal hearing in order to challenge the content of an education record to insure that information in the education record of the student or adult student is not inaccurate, misleading or otherwise in violation of the privacy or rights of pupils and adult students.

If the parties at the informal meeting agree to make corrections, to make deletions, to expunge material or to add a statement of explanation or rebuttal to the file, the agreement will be put in writing and signed by the parties; and the appropriate school officials shall take the necessary actions to implement the agreement.

Formal Hearing

If the parties cannot reach an agreement at an informal hearing, upon the written request of either party a hearing shall be held on such challenge under rules promulgated by the State Board of Education.

1. The hearing shall be conducted within 30 calendar days of the written request.
2. The Superintendent or his designee, other than the principal of the School, shall serve as chairman at the hearing.
3. The chairman shall notify all participants in the hearing of the date and time for the hearing at least 5 days preceding the hearing.
4. The chairman shall be responsible for the orderly conduct of the hearing and receive all information presented in evidence.
5. The hearing shall involve the complainants, their representatives, the school principal and such other school personnel who may provide pertinent information.
6. The hearing shall seek to determine the following:

- A. the accuracy and appropriateness of the challenged data
 - B. the value of the challenged data to the educational process and/or welfare of the pupil or adult student
 - C. whether the challenged data is to be retained intact, altered (corrected), or deleted.
7. The proceeding of the hearing shall be recorded on tape, and shall be transcribed if the complainants request.
 8. The parent, guardian, caregiver, student or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised.
 9. The chairman of the hearing shall render a decision.
 10. The decision shall be rendered in writing within five (5) days of the hearing. If the decision is adverse to the complainants, the notice shall inform them of their right to a review of the decision by the school board.
 11. The appropriate school officials shall take the necessary steps to implement the decision.
 12. The adult student, parent/guardian/caregiver of the pupil has a right to place a statement in the education record if the decision of the hearing is that the records are not inaccurate, misleading or otherwise in violation of privacy. The statement may comment on the information in the education record and set forth any reasons for disagreeing with the decision.
 13. Any explanation placed in the education record of the pupil or adult student shall be maintained by the school as part of the education record as long as the record or contested portion thereof is maintained by any school within the district. If the education record of the student or the contested portion thereof is disclosed by school officials to any party, the explanation shall also be disclosed to that party.

School Board Review

1. If review by the school board is desired, the request must be made in writing to the Superintendent within 10 days succeeding the date of the decision.
2. Upon receipt of the request for School Board review, the chairman of the board shall appoint an impartial reviewing officer.
3. The reviewing officer shall be furnished with a transcript of the initial hearing and such other supporting data as he may request.
4. The reviewing officer shall report his findings and recommendations to the school board within 30 days succeeding receipt of transcript and other requested data.

5. On the basis of the report and recommendation of the reviewing officer, the School Board shall issue its decision to retain the data intact, alter (correct) it, or delete it entirely.
6. If it has been determined that the contested portion of the record is to be corrected or deleted, a disposition will be written stating the inappropriateness and the action taken and signed by the adult student or the parents or guardians of the pupil and school officials involved.
7. The decision of the School Board shall be final.

Charlotte County Public School Records Storage Box Labels

Dept./School Name and Address:		Number of Boxes: _____ of _____
Contact Person:		
Description of Records/Series/Sequence:		Academic School Year of Records:
Date Prepared:	Received by:	Date Received:

Dept./School Name and Address:		Number of Boxes: _____ of _____
Contact Person:		
Description of Records/Series/Sequence:		Academic School Year of Records:
Date Prepared:	Received by:	Date Received:

Dept./School Name and Address:		Number of Boxes: _____ of _____
Contact Person:		
Description of Records/Series/Sequence:		Academic School Year of Records:
Date Prepared:	Received by:	Date Received:

Complete 2 forms for each box and tape to the front and back under the handles.

GRADUATION YEAR	LABEL COLOR	2009/ 2010	2010/ 2011	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018
2010	BLUE	12								
2011	GREEN	11	12							
2012	RED	10	11	12						
2013	YELLOW	9	10	11	12					
2014	BLUE	8	9	10	11	12				
2015	GREEN	7	8	9	10	11	12			
2016	RED	6	7	8	9	10	11	12		
2017	YELLOW	5	6	7	8	9	10	11	12	
2018	BLUE	4	5	6	7	8	9	10	11	12
2019	GREEN	3	4	5	6	7	8	9	10	11
2020	RED	2	3	4	5	6	7	8	9	10
2021	YELLOW	1	2	3	4	5	6	7	8	9
2022	BLUE	K	1	2	3	4	5	6	7	8
2023	GREEN	PK	K	1	2	3	4	5	6	7
2024	RED		PK	K	1	2	3	4	5	6
2025	YELLOW			PK	K	1	2	3	4	5
2026	BLUE				PK	K	1	2	3	4
2027	GREEN					PK	K	1	2	3
2028	RED						PK	K	1	2
2029	YELLOW							PK	K	1
2030	BLUE								PK	K
2031	GREEN									PK