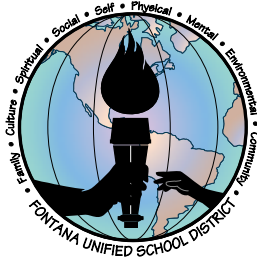


Fontana Unified School District
Central Records Department & Student Support Services

Student Records



Quick Reference Manual 2004-2005



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FONTANA UNIFIED SCHOOL DISTRICT

STUDENT RECORDS Quick Reference Manual 2004-2005

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INTRODUCTION

This document was designed for school registrars or other school district employees whose responsibility includes the collection, maintenance, storage, dissemination, and the appropriate destruction of student records.

In August 2002, a group of Fontana USD employees began meeting to discuss the possibility of establishing a document of policies and procedures that were consistent with state and federal laws, supported by cabinet and Board action and agreed upon by those charged with this responsibility. Additionally, it was our desire to provide a Quick Reference Book as well as a resource guide. This would provide the necessary comprehensive information to be used as a training manual for district personnel new to the responsibility of maintaining student records.

This is our second amended copy. As you are using this document, please keep in mind it was designed for those working in student records, by experienced practitioners who work with student records daily. Good Luck, may all your cums be little ones.

Should you have questions or comments, please call Central Records Department:

Frank Hostetler, Assistant Director
Custodian of Records/Enrollment Services/Alternative Education

Hilary Sanchez, Records Clerk
Central Records Department
(909) 357-5000 Ext. 7327

CUMS (GENERAL)

Note: The following terms are used throughout.

- AB - Assembly Bill
- AR - Administrative Regulation
- BP - Board Policy
- CCR - Calif. Code of Reg., Title 5
- EC - Education Code
- FC - Family Code
- GC - Government Code
- HSC - Health & Safety Code
- WIC - Welfare & Institutions

WHAT'S A STUDENT RECORD?

Any item of information that is directly related to an identifiable student and maintained by the district.

- Information maintained for second-party review.
- A student record can be recorded in handwriting or print.
- Film, microfilm, SASI computer media or other means.
- Student records include the student's health record.
- Does not include informal notes revealed to any other person including a substitute. [BP 5125](#)
- Informal notes kept solely for personal use are NOT records. [5CCR-432](#)

IDENTIFICATION

Picture I.D. Before providing a transcript or record of any kind to a previous student, parent, etc., a picture I.D. is required.

- Any faxed or mailed document requested, requires a picture I.D. and signature.
- Other pertinent information may be used to help us verify we are providing records to the appropriate person.

SECURITY

Custodian of Records is responsible for the security of student records.

- Assured access is limited to authorized persons.
- Prevents alteration, damage or loss of records.
- Keeps accurate and comprehensive student records as required by law. [BP 5125](#)

Site clerk is responsible for maintaining confidentiality and safety of cums.

- A Log or cum removal marker must be filled out to authorized staff before removing cum from file.
- Cums should be locked or under supervision at all times.
- Cums or confidential documents **must never** be handled by student or parent.
- Cums must be filed alphabetically in file cabinet.

Teachers (in general)

- **At no** time are cum records to be taken home.
- May take cum to classroom while you work on them per Administrators approval.
- Review items placed in cum.
- Materials having contributing value to the following teachers, should remain in cum.
- May discard old reading, math, student work, outdated permission slips, etc. if these **do not** have continuing value to you or the following teacher.

CONFIDENTIALITY

Confidentiality notes or documents. All student information and records are considered confidential.

- Confidentiality must be maintained at all times within staff, parent, student, etc.
- We shall protect the student and the student's family from invasion of privacy.
- Depending on the confidential nature, it's the discretion of each school principal to keep the following confidential documents in the cum or on a separate file.
- When a cum leaves your site, these files should also accompany the cum. For example;
 - Pregnancy
 - HIV
 - Adoption Papers/Notations
 - Health Records
 - Special Ed.: (IEP), Confidential Report
 - Psychology notes
 - Counselor notes
 - Discipline/Suspension
 - AOD Incident Report and/or contract
 - Crisis Intervention
 - Cal Cap address program (victims of domestic violence)
 - **Child Abuse Reports** - Only a note stating a report was filed provided it does not identify the reporter. Reporting copy should be kept in a separate file if the name of the reporter is removed or obliterated.
 - **Safe at Home Program** - District public records shall not include the actual addresses of students, parents/guardians or employees when a substitute address is designated by the Secretary of State for victims of domestic violence or stalking. [BP 4119.23\(a\)](#)

PROCEDURES FOR ACCESS

- **Student Records shall be maintained in a central file** at the school attended to by student or, when records are maintained in different location, a notation shall be placed in the central file indicating where other records may be found. Parent/guardians shall be notified of the location of student records if not centrally located. [EC 49060; 5CCR 433](#)
- **To inspect, review or obtain** copies of student records, authorized persons shall submit a request to the custodian of records.
- **Authorized persons** from outside the school whose access requires consent from the parent/guardian or adult student shall submit their request, together with any required authorization, to the Superintendent or designee or the custodian of records. [5CCR 435](#)
- **Within five days** following the date of request, an authorized person shall be granted access to inspect, review and obtain copies of student records during regular school hours. [EC 49069, 5 CCR 431](#)
- **Qualified certificated personnel shall be available to interpret** records when requested. [EC 49069 Refer to Student Record Access page 24.](#)

ENROLLMENT

All children residing within the district shall have access to district schools.

- **Immigrant children** shall not be denied admission on the basis of citizenship or legal resident status.
- **Homeless children** shall be admitted with or without a permanent address, preferably to a school that offers a food program. [SASI-Student Screen page 3.](#) Affidavit for Homeless Students should be filled out and filed in cum. [Title 5 Refer to Homeless Education page 20](#)
- Designee shall maintain procedures which provide for the verification of all entrance requirements specified in the law. [AR 5111, BP 5111\(a\)\(b\)](#)

- **Minimum Age of Enrollment**

Kindergarten must be the age of five (5) on or before December 2nd of the school year. [EC 48000\(a\)](#)

First Grade must be the age of six (6) on or before December 2nd of the school year. [EC 48010](#)

- Enrollment packet is required to enroll a student. [Refer to Forms page 28.](#)

The following are some requirements to enroll:

Parent's

- Proof of Residence

Child's

- Birth Certificate
- Immunizations
- Physical Exam. (1st & Kinder)
- Other enrollment requirements

Proof of all family income should you need to apply for health insurance or other benefits.

Proof of name and age to enroll student in the district. [\(AR 5111\)](#) Once verified, the name will be used in all records and entered in [SASI](#).

8 BC - Birth Certificate

8 RR - Certification by registrar or County record birth date

8 BA - Baptism Certificate (duly attested)

8 PP - Passport

8 AF - Sworn affidavit of the parent/guardian

8 SR - School Records

8 HR - Hospital Records

8 Any other appropriate means prescribed by the governing board (Affidavit of Birth - notarized at Enrollment Center). [Refer to Forms page 28](#)

- **Different Name** Request to enroll a child under a name different from documentary proof or established school records will be denied, unless a written request is supported by court documents or an amended birth certificate. [Refer to Name Change page 22](#)

For more information, call Enrollment Center 357-5000 #7320

CAREGIVER

If applicable, this may be addressed at time of enrollment. [EC 6550 & 6552](#)

- Caregiver must be 18 years or older to enroll a minor in school and consent to related medical care.
- Not valid for more than one year after execution date.
- Caregiver may give contrary consent to medical or dental care to the minor, provided it does not jeopardize the life, health or safety of minor.
- No criminal, civil liability, or investigation will be brought against a person acting in good faith without actual knowledge of facts.
- No obligation - A person who relies on the affidavit has no obligation to make any further inquiry or investigation.
- Liability - Nothing in this section shall relieve any individual from liability for violations of other provisions of law.
- Notification should be given to the school and health care if minor stops living with Caregiver.
- **Definitions:**
 - Person; Individual, district, state, county, or any other legal entity.
 - Qualified Relative; Spouse, parent, stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, uncle, aunt, niece, nephew, first cousin, or any person denoted by the prefix "grand" or "great", or spouse of any of the persons specified in this definition, even after the marriage has been terminated by death or dissolution.
 - Not a relative or a currently licensed foster parent, the law requires to obtain a foster home license in order to care for a minor refer to Social Services.

- School related medical care means medical care that is required by state or local government for school enrollment; immunizations, physical and medical examination conducted in school.
- This affidavit constitutes sufficient basis for determining residency of a minor, unless school district determines from actual facts that the minor is not living with the caregiver. [EC 48204](#)
- Evidence that the caregiver lives at the address may require additional reasonable verification by school district.
- No record access - Does not allow caregiver access to records. A caregiver can't sign the IEP in the IEP meetings.
- Health - This affidavit does not confer dependency for health care coverage. [Refer to Forms SASI; Student Screen Pg. 1, Caregiver \(yearly monitored\)](#)

DECLARATION OF PARENTAL RESIDENCY

Address at the time of enrollment. Notification to school district or school site must be made within 72 hours of any change in residency. Always keep the most recent proof of residency in file, staple previous if needed. [\(Renewed yearly\). AR 5125 Refer to Forms for Form & Query page 28 SASI; Student Screen Pg. 1, Declaration of Residency.](#)

PRESCHOOL (EARLY EDUCATION)

Students need to enroll at District Enrollment Services.

The following are requirements to enroll:

Parent's

- Proof of all Family Income
- Proof of Residence
- Tuberculosis test or chest x-ray

Child's

- Birth certificate
- Immunization record
- Physical examination form
- Social Security Card
- Medical Insurance Card

Refer to forms for forms and other requirements needed.

Pre-K students are entered on [SASI](#) when enrollment is completed.

When the student completes preschool, the following Pre-K cum is processed:

- Preschool teacher completes cumulative Pre-K record cards and inserts Calif. Reading & Literature Project information, Pre-K Progress Report, SST forms and IEP information.
- Preschool teacher hand delivers cum records of Pre-K students (attending same site) to the school secretary.
- The school secretary files Pre-K cum records in K-12 cum record.
- Preschool teacher returns cum records to Early Education of students who are changing schools.
- Enrollment staff in Early Education will forward individual cum records of students changing sites upon request to school secretaries and other districts.
- School secretaries file individual Pre-K cum records that are forwarded to their site by Early Education.
- Kindergarten teachers review Pre-K records at beginning of year.

The Pre-K cum forwarded to Kindergarten contains the following:

- Birth Certificate
- Immunizations
- Physical Exam
- Calif. Reading & Literature Project Information
- Preschool Progress Report
- Student Study Team (SST) forms
- IEP information

- CUM records of no show kinders (Former Preschoolers) need to be returned to Early Education

Inactive preschool records are maintained for 5 years in Early Education.

For more information, call Early Education 357-5000 #7233

LANGUAGE ASSESSMENT

Students enrolling in the Fontana Unified School District who speak a primary language other than English, receive a language proficiency assessment in English and in their primary language. These assessments are done at the school district's Language Assessment Center. The English language proficiency assessment identifies a student's English language proficiency level, which is used to place students in the appropriate educational setting. Students will be placed in one of the following programs:

SEI (Structure English Immersion)	SHELTERED	MAINSTREAM
Level 1: Learning task in English <u>impossible</u> to manage.	Level 3: Student will find the language demands of the learning task <u>difficult</u> .	Level 4: Learning task <u>manageable</u> .
Level 2: Learning task in English <u>extremely</u> difficult.		Level 5: Learning task <u>very easy</u> .

Initial testing is done in the Enrollment Center. Initial student test results are mailed to the school site to file in student's cum by records clerk.

- **Home Language Survey** – Maintain the most recent form and staple all previous behind. Distribution: Original-Cum file, Yellow-LAC, Pink-ELL Site Monitor.
- Other forms included are:
 - Student Language Assessment
 - Parent Notification
 - Student Score Sheet

Student identified as LEP will be tested annually at school site until fluency is established. Confirmed test scores are received from the state (California English Language Development Test (CELDT)).

- Initial test result is sent to Language Assessment and school site.
- Annual test result is only sent to the school site.

Maintain for at least 3 years or until usefulness ceases. [AR 5125](#); [BP 6141.4 \(a\)\(b\) Refer to Forms page 30 SASI](#); [Student Screen Pg. 3, Flags ELL Level](#)

For more information call Language Assessment 357-5000 #7347

ENTRANCE & DEPARTURE DATES

Entrance & Departure Dates for each school year and for the summer session or other extra sessions should be maintained at all times for each student. [AR 5125](#)

Entrance and departure dates are maintained in:

- Cum cover
- [SASI; Student Information, Schools Attended Screen](#)
- Enrollment forms

TEST SCORES

Most current test information must be maintained in cum as well as the transcript. Written permission to release SAT scores. [SASI; Test History](#)

GRADES & REPORT CARDS

All grades and report cards must be maintained in cum. Elementary schools shall have original forms. Middle and high schools may have the SASI transcript printout and Grade Reporting in the cum.

- Progress slips/notices required by [EC 49066](#) & [49067](#). Maintain for at least 3 years.

ATTENDANCE

All hard copy attendance records must be kept for at least 4 years for auditing purposes. Attendance reports may be accessed from [SASI](#); [Attendance Screen](#) and placed in cum when student transfers to show days enrolled.

Very important for

- SARB (truant/tardy) Student absent from school without valid excuse more than 3 days or tardy in excess of 30 minutes on each or more than 3 days in one school year is a truant and shall be reported to the attendance supervisor. [Refer to Forms page 30 SASI; Conference & Discipline Screens](#)
- Cal-Works Student attendance is an important component of the Welfare Reform Act. School age children (6 to 18 years of age) who are recipients may not miss more than 20 school days during the school year for **any reason**. Recipients who are in violation of this regulation are subject to sanction by TAD. [BP 5110, AR 5114](#)
- [SASI; Student Screen Pg. 3, Flags Cal-Works Program](#)

For more information call CWA 357-5000 #7095 or Fiscal 357-5000 #7099

DISCIPLINE/SUSPENSION & EXPULSION

Discipline If a parent or adult student challenges discipline, then it should be maintained for 3 years (Interim Record).

Teachers should be notified of discipline actions which resulted in suspension and expulsion during the previous 3 school years because they engaged or reasonably suspected in sexual harassment, hate violence, harassment, threats or intimidation, terroristic threats, [EC 49079](#) & Legislative Bill AB 29. Information received be in confidence and not be further disseminated.

- **Cum Sent** Prior to leaving your school site, a complete discipline log must accompany the cum this also includes schools within our district.
 - [SASI](#) - Print discipline report and include in file.
 - Add a sheet stating there is no discipline if applicable.
- **Cum Received** As new students arrive at your school site, it is imperative that:
 - Administrator or designee reviews all discipline files and enter discipline in discipline or conference screen.
 - All teachers must be notified of any previous discipline actions.
- **Suspension** maximum of 5 days per incident, total of 20 days per school year. These records are kept in the discipline file.
- **Referrals** Routine Disciplinary data. May be destroyed after 6 months or until usefulness ceases.
- **Expulsion Records** must be sent when cum is transferred.
- **Student transfers into this district** from another, the designee shall request that the student's previous **district provide** any records, either maintained by the district or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her **suspension or expulsion**. [EC 48201 & BP 5144-5144.2 SASI; Discipline or conference screen](#)
[Refer to Forms: Previous Suspension/Expulsion Notification page 30](#)

For more information call CWA 357-5000 #7095

ACCESS LOG [AR 5125](#)

A **Log shall be maintained listing all** persons, agencies or organizations requesting or receiving record information and legitimate educational interest of the requester. [EC 49064](#)

- In every instance of inspection especially by persons who **do not** have assigned educational responsibility, the designee shall make an entry in the log indicating record inspected, name of the person granted access, reason access was granted, and time and circumstances of inspection.
- **Log Sheet** is usually stapled in the **first sheet** inside cum's jacket. A log access in sticker style may be also put on cum jacket. When cum leaves **your school** site, a notation stating the cum's destination **must** be noted in [SASI](#); [Conference Screen](#).

HEALTH RECORDS

- Health office will forward all health records, when cums are forwarded to the next school at the end of the year.
- Records office is responsible to merge health file in cum prior to forwarding to new school during school year.

IMMUNIZATIONS

Most recent Immunization record (*Blue Card*) must be maintained permanently. [AR 5125](#)

- Unless a pupil's parent/guardian gives the FUSD an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. [EC 49403](#), [HSC 3381 & 3389](#)

The Superintendent or designee may release a student's immunization record information to local health departments operating countywide immunization information and reminder systems and the State Department of Health Services. The following information may be released:

- **Name of the student** and the student's parent/guardian;
- **Immunization** types and dates received by the student;
- Manufacturer and lot number of immunization received;
- **Adverse reaction** to the immunization;
- **Non-medical information** necessary to establish the student's unique identity and record;
- **Current address and telephone** number of student and parent/guardian;
- **Gender and birthplace** of student. [HSC 120440](#)

Health file maintain the following forms:

- **Immunization** Blue Card. Attach any different information **not** in blue card. Does **not** need to be in cum.
- **Physical Exam** Report of Health Exam for School Entry
- **Initial Emergency Card** (*Distribution: White-Cum, Yellow-Health, Pink - Medi-Cal Department.*) Initial Emergency information is entered at the Enrollment Center and updated information is entered at the school sites on [SASI](#); [Emergency Screen, Page 3](#). Court Orders are also entered here. Annual verification is sent to parents ([SASI Form-Legal size](#)) and then updated in the system.
- **Alert** when student has a serious medical illness/health condition, an additional alert must be inputted to alert viewers. [SASI](#); [Student Screen Pg. 1](#), [Parent Screen-Comments](#), [Emergency Screen-Comments](#).
- **Initial Health History** Traditional Health History is sent home annually for updating. Clerk updates information. Copy of updated information is kept in cum.
- **Student Enrollment Form** a copy is kept
- Other forms depending on the student's health condition.

Do not keep in Health file

- **Incident Report** Do not keep in cum or health file. Distribution: Original - Risk Management, Pink to Health Office and Yellow goes to originator. If parent requests a copy, please refer to Risk Management.

- **Medication** Release of Liability Form must be maintained in health office. Do not keep in cum or health file. In the Annual Notice to Parents/guardians, it is asked if medication is taken and dosage amount.
- **Teen Health Center** Consent Form given to all high school students as an opportunity to receive health services. Form returned to health office.
- **Head-lice Report** Do not keep in cum, note only.

SASI; Health Screen & Emergency Screen, Refer to Forms for above forms page 29

For additional information regarding Health Records and services, call Comprehensive Health Department. 357-5000 #7087

AT-RISK/RETENTION CANDIDATES

At Risk or Retention Candidate Folder placed in cum at all times.

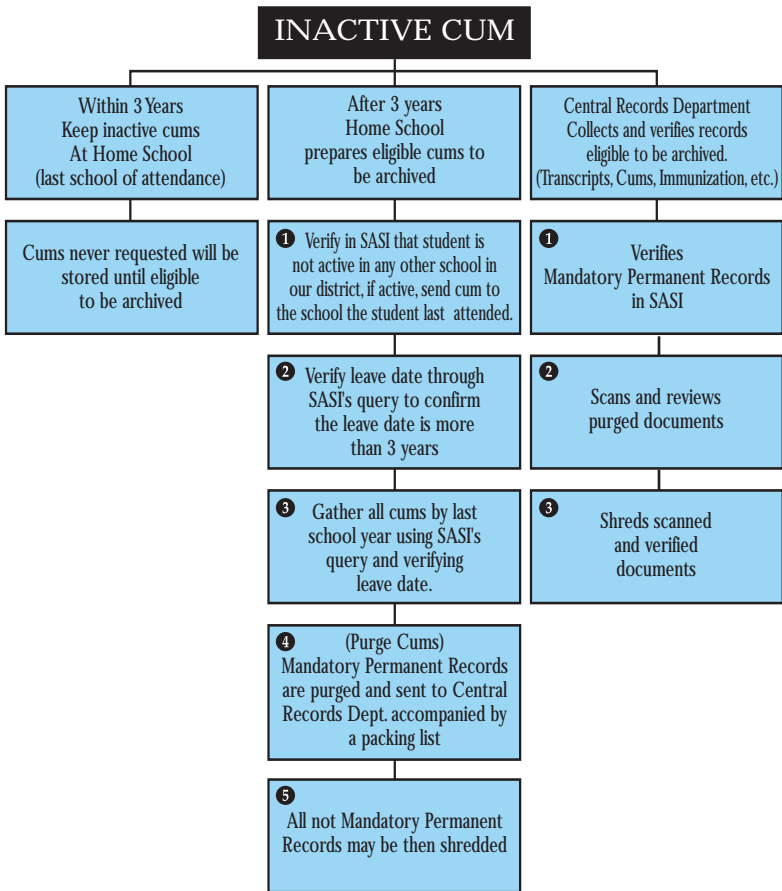
- Report of Unsatisfactory School Progress. One copy of each notice is to be filed in cum. (D-2's)
- Administrative Assignment/Retention Analysis Form. Special circumstances only. One copy filed in the purple folder and one given to principal. (D-19's)
- SASI; Student Screen Pg. 3, Retained Notations
- **Alert** when student has a serious medical illness/health condition, an additional alert must be inputted to alert viewers. SASI; Student Screen page 1, Parent Screen-Comment, Emergency Screen-Comments.

PURGING RECORDS

Purge to remove.

- All cums forwarded to another school should be purged according to Board Policy Retention & Destruction regulations. AR 5125
- When the student has left our district for over 3 years and the cum is still in our district, the following Mandatory Permanent records should be purged and sent to Central Records Department:
 - Enrollment Sheets
 - Birth Certificate, (Birth Verification)
 - Cum Covers (Stating: entry & departure dates)
 - Report Cards/Transcripts
 - Immunization Card
- Maintain Mandatory Permanent records, all other documents are destroyed.
Refer to Archived Records page 14

Student Records



DESTRUCTION OF RECORDS (SHRED)

Records shall be shredded in a way that assures they will not be available to possible public inspection in the process of destruction. Refer to Central Records Department when shredding is needed.

CHARGES/FEEES

Records must be released to the requesting school even though there are charges due but may be withheld from the parent or student. [EC 48904 & 48904.3 \(a\)\(b\)](#)

Cum Received

- A copy of charges from previous school is sent to ASB Bookkeeper.
- Letter is sent to parents notifying them of charges/fees forwarded from previous school.
- When student is ready to pay fees/charges, student is referred to the school where fees are owed. When the student brings a receipt confirming fees are paid then we can clear fees from the student's record.

Cum Sent

- Fees/charges are forwarded to new school.
[SASI; Fees module](#)
- If student owes fees, only give fees print out.
- Student going to a school within our District may receive an attendance sheet and fees sheet if applicable. [Refer to charges/fees page 9 and 22](#)

GENERAL CUM RECEIVED/SENT

- **Responsibility**-Qualified certificated personnel shall be available to [interpret](#) records when requested [AR 5125 & EC 49069](#). Classified staff is responsible to maintain, update cum, enrollment documents and information in [SASI](#).

Cum Received	Cum Sent
<p><u>Review</u> the following:</p> <ul style="list-style-type: none"> • Caregiver • Declaration of Residency • Parent/Guardian, Custody issues, Court Orders, etc. • Discipline & Expulsion • Transcript/Grades • Other documents 	<p>Update all student records before they are sent, even if the student <u>only</u> attended your school a few days.</p> <p>Verify school's status prior to sending a cum by going to www.WASCWEB.org; under directories, directory combined listings, accredited schools or call (650) 696-1060 or goto www.cde.ca.gov. (under school director)</p> <p>When cum leaves this district to a private school, the designee shall forward a copy of the student's mandatory permanent records.</p> <ul style="list-style-type: none"> • <u>Copy</u> or original record shall be retained permanently. If the transfer is to another district. • California public school, the student's entire mandatory interim record shall be forwarded. • Out of state or private school, the mandatory interim record <u>may</u> be forwarded. • Permitted student records may be forwarded to any other district or private school. AR 5125 & 5CCR 438 • Instead of original CUM, only a copy of CUM must be sent to LAUSD, private schools, out of state and home school.

Items not to be maintained in cum

- **Evidence Confiscated** - Weapons, drugs, etc. should not be placed in the cum. Immediately notify your administrator.
- **Incident Report** - **Never file in cum.** (Distribution: Original - Risk Management, Pink - Health Office and yellow - originator.) If parent requests a copy, refer to Risk Management.
- Child Abuse Reports should not be filed in CUM. Only a note stating a report was filed provided it does not identify the reporter. Reporting copy should be kept in a separate file and the name of the reporter must be removed or obliterated.
- **Paper clips** No paper clips in cum please. Staple sheets together when needed.
- **Personal Notes** No personal notes should be filed in cum.
- Informal notes kept solely for personal use are not records. [5CCR 432](#)

Withdrawals

- **Notification** Students who are going to transfer or withdraw from school should bring a note from their parents/guardians indicating where they are moving and, if possible, what school they plan to attend. [BP 5021](#)
- **Fines** By the day of clearance, students should have returned all schoolbooks and materials. Students should be certain that no fines remain against them at time of withdrawal. [SASI](#); [Fines Refer to charges/fees page 9 and 22.](#)
- If student owes fees, only give fees sheet.
- Student going to a school within our district may receive an Attendance Sheet and Fees Sheet (if applicable).
- Transcripts and grades may be withheld from students who do not return school property, which they have been lent. [Refer to Forms-Student Withdrawal & Charges page 30](#) [BP 5021](#)
- When student drops, the following is given to parent or student:

<u>Elementary</u>	<u>Secondary Schools</u>
Student Screen	Un-official transcript
Immunizations	
- Process the following:
 - Attendance
 - Discipline
 - Special Ed.
 - CalWORKS
 - Parent Notification
 - Student Study Info.
 - At-Risk/Retention
 - Insert Leave date in cum and [SASI](#)
 - ELL (English Language Learner)
 - Report Card/Transcript, progress slips, tests, etc.
 - Standardized test scores
 - Fines Return Books, Materials, library, etc.
 - Other needed forms.

ELEMENTARY SCHOOL

CUM DIVIDERS

- All cum dividers are properly inserted in cum and must always have the most current information.
- **Enrollment** [Refer to Forms and Enrollment page 28](#)
- **Report Cards** Most current report cards and grades must be maintained in cum (originals).
- **Attendance SARB** files, [SASI](#); [Attendance](#) print-out
- **Pictures/Test Cards** - Must maintain current test information and picture card. Do not need to file every picture but must keep current picture.
 - **Home Language Survey** - Maintain the most recent form and staple all previous behind on temp file behind picture/test card. [Refer to Language Asses page 5](#)
- **Supplementary** (Misc.)
 - Sexual Harassment Form ([revised yearly](#))

Teachers (Elementary)

- At no time are cum records to be taken home.
- May take cum to classroom while you work on them per Administrator approval.
- Review items placed in cum.
- Materials having contributing value to the following teachers, should remain in cum.
- May discard old reading, math, student work, outdated permission slips, etc. if these do not have continuing value to you or the following teacher.
- Complete cum cover sections:
 - Sec. 6 Contain brief, factual information.

- Sec. 7 Standardize & print information by grade level.
- Sec. 8 All boxes pertaining to current year. Current address & phone number. Indicate whether promotion or retention Administrative Assignment Form (D-19) (special circumstances only). Attendance: total number of days ABSENT (excused & unexcused) and total number of days PRESENT for the year must be noted.

ELEMENTARY

Cum Received	Cum Sent
<p>Enrollment data is required. Refer to Enrollment page 2</p> <ul style="list-style-type: none"> • If out of district, <u>do not</u> make a cum right away. Request cum from previous school and until you receive cum will you then insert our enrollment and other existing student records. • If after several attempts in trying to obtain a cum by mailing, faxing or calling in a request, you may then make a cum. Note cum was never received. • If student comes from out of the country, you may right away begin a cum. 	<p>Drawings or sketches do not need to be in cum when cum is sent. Could be given to parents when student leaves the elementary school.</p> <p>Update/verify all necessary forms and complete back of cum. Sec. 8 the entry/leave dates. Sec. 10, 11 & 12 clearly state parent's name according to birth certificate. Legal rights, guardianship, custody, etc. are addressed. Enclose a report card when student has attended more than 20 days. If 19 days or less, please state not here long enough to test.</p> <p>Complete Student Withdrawal Form</p> <p>When cum is sent to middle school, please pull tabs if your middle school does <u>not</u> want them inserted. When sent to other elementary schools, please leave tabs in cum.</p> <p>At school year-end Cums are boxed and a packing list (query) of all cums is enclosed. Separate the Health files from CUM and send separately. Forward cum to their assigned middle schools.</p>

Refer to General Cum Sent page 10

MIDDLE SCHOOL

Cum Received	Cum Sent
<p>When a cum is received from the elementary school within our district, if you do not use the tabs, please return them to the elementary school for recycling purposes.</p>	<p>Transcripts & test scores.</p> <p>When final grades are entered in SASI, a final transcript should be printed.</p> <p>Transcripts are then mail to their assigned school.</p> <p>Year-end Cums are boxed and a packing list (SASI Query) of all cums is enclosed. Cums are forwarded to their assigned high schools.</p>

Refer to General Cum Sent page 10

HIGH SCHOOL

Before the first quarter, middle school grades are deleted from SASI to make room for the 9th grade first quarter grades.

Cum Received	Cum Sent
<p>Transcript arrives, the designees:</p> <ul style="list-style-type: none"> • Review contents (all school history grades and credits), • Unofficial transcript must be held until official arrives • Input information in SASI • File transcript in cum. • Guidance office gives enrollment information to registrar, nurses, and other departments. • Make copies of enrollment sheet and distribute accordingly Pink-Nurse, White-Registrar/Guidance, Yellow-Records. • Discipline information sent to counselor (asst.principal). • Refer to Forms: Counselor Routing Sheet & Information/Reciprocity page 29 • Counselor purges cum if needed. 	<ul style="list-style-type: none"> • Copy of cum request is sent to Special Ed. to inform student is leaving. • Checkout grades, transcript, health records, etc. Refer to Forms page 29

Refer to General Cum Sent page 10

TRANSCRIPT

When records are sent out or received, an official transcript must be included.

- Unofficial transcript may be accepted until official arrives.
- A transcript containing grades 9-12 must be maintained permanently.
- Transcripts out of the country may be accepted.
- Students coming from a non-accredited school will not be accepted. Please contact High School Education for more specifics and information. Questions regarding the academic contents of a transcript should be addressed to High School Education, ext. 7240.
- Before providing a transcript or record of any kind to a student, parent, etc., a picture I.D. is required.
- An option to use Docufide Services is given to students requesting a transcript for a \$5.00 fee when the student needs a secure and official transcript to be quickly sent directly to a college or university. Should you choose this option please go to the high school's web site under fUSD.net/school/highschools/student-transcripts-online/docufide.

ALTERNATIVE EDUCATION

Alternative Ed. (grades 9-12) All school records should be sent to the continuation school (Citrus or Birch HS).

- Home Instruction & Independent Study Long/Short Term - Cum and other files remain at school site (home school). [BP 6173, 6181, 6184](#) & [AR 6158, 6181, 6183, 6184](#)

For more information, call Alternative Ed. 357-5500 #6784

ADULT EDUCATION

High school students are allowed to attend Adult Ed. when they are:

- short a few credits right before graduation, but still must be attending high school full time. The high school counselor's and parent's approval must be obtained.
- 18 years and older who are not eligible for regular high school classes.

The option of obtaining a GED may be also provided by Adult Ed. [BP 6200](#) & [EC 48410, 51412, 52500](#)

For more information, call Adult Ed. 357-5555

ARCHIVED RECORDS

Retention Period A Class 3-Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by [EC 41020](#) or of any other legally required audit, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later. A continuing record shall not be destroyed until the *fourth* year after it has been classified as Class 3 Disposable. [5CCR 16026](#)

Mandatory Permanent Records maintained permanently, after 3 years when the cum becomes inactive, the cum should be sent to Central Records Department. [AR 5125](#)

<u>Year</u>	<u>School Year</u>	<u>Maintain</u>
Active Year	2004-2005	School Site
1st Year	2003-2004	School Site
2nd Year	2002-2003	School Site
3rd Year	2001-2002	School Site
4th Year/Archived	2000-2001	Central Records Department

Before cums are sent to Central Records Department, please be sure that:

- Based on [SASI's](#) information the student's last day and school of attendance has been determined.
 - The cum should be purged in the last school of attendance.
 - If in [SASI](#) the student shows he has been inactive for over 3 years, the cum may then be purged and sent to Central Records Department. [Refer to Purge Section, Records Pages 8 and 14.](#)
- Cums sent to Central Records should include a packing list of all cums enclosed or a query obtained from [SASI](#).
- Prior to sending cums for shredding or archiving, please call Central Records so that necessary storage or pickup arrangements may be made.

Microfilming or Photographic Copies of Records

The **original of any record** may be destroyed when a provision is made for permanently maintaining such records, i.e., (photographic, microfilm, and electronic). [BP 3580](#)

Central Records Department If archived records are needed, Central Records may assist in proving this information.

For additional information regarding purging, storing, shredding, etc., call Central Records Department 357-5000 #7327

STUDENT RECORDS

Retention & Destruction – Board Policy 5125AR

MANDATORY PERMANENT (Maintained Permanently) Class 1	MANDATORY INTERIM (Maintained 3 years after usefulness ceases) Class 2	PERMITTED (Maintained 6 months after usefulness ceases) Class 3
<p>The following Permanent Records shall be kept indefinitely:</p> <ol style="list-style-type: none"> 1. Legal name of student 2. Date and place of birth, and method of verifying birth date. 3. Gender of student 4. Name and address of parent/guardian of minor student. <ol style="list-style-type: none"> a. Address of minor student if different from the above. b. Annual verification of parent/guardian's name and address and student's residence. 5. Entrance and departure date of each school year and for any summer session or other extra session. 6. Subjects taken during each year, half-year, summer session or quarter, and marks or credits given. 7. Verification of or exemption from required immunizations. 8. Date of high school graduation or equivalent. 	<p>Unless forwarded to another district, Interim Records shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include:</p> <ol style="list-style-type: none"> 1. Expulsion orders and the causes therefore. 2. A log identifying persons or agencies who request or receive information from the record. 3. Health information, including Child Health and Disability Prevention Program verification or waiver. 4. Information on participation in Special Education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge. 5. Language training records. 6. Progress slips/notices required by Ed. Code 49066 & 49067. 7. Parental restrictions/stipulations Regarding access to directory information. 8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action. 9. Parent/guardian authorization or denial of student participation in specific programs. 10. Results of standardized tests administered within the past three years. 	<p>Permitted Record may be destroyed six months after the student completes or withdraws from the educational program, including:</p> <ol style="list-style-type: none"> 1. Objective counselor/teacher ratings. 2. Standardized test results older than three years. 3. Routine disciplinary data 4. Verifies reports of relevant behavioral patterns. 5. Supplementary attendance records.

BOARD POLICY

AR 5125

To access and obtain FUSD Board Policies, go to the internet into fUSD.net:

- Go to District
- Student Support Services
- FUSD Board Policy

LEGAL ISSUES

COURT ORDERS

Always abide by the most recent court order.

SUBPOENAS

- Information will be furnished in compliance with a court order or subpoena. [BP 5118](#)
- All subpoenas must be first served at Risk Management Department; They will then be forward the subpoena to Central Records Department.

Central Records Department.

- **Processes** Subpoena
- Confirm it's a valid Subpoena, dated and signed by attorney.
 - **Confirms student attends** district.
 - **Request school records** from home school.
 - **Notifies** parent/guardian or adult student that record will be sent at least 3 days prior to releasing record. [AR 5125](#)
 - Complete a **Declaration or Records**.
 - Request **processing fees** if applicable.
 - Notify requester that records may be picked up, copied or **send** to court.
 - A **copy of Subpoena and Declaration** is placed in student's cum and then cum is returned to home school.

LEGAL CUSTODY ORDERS

- **Legal Custody** Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made.
 - **Joint Custody** Each parent shall have significant periods of physical custody. [FC 3002](#)
 - **Joint Legal Custody** Both parents share rights and responsibilities to make decisions relating to health, education, and welfare of a child. [FC 3003](#)
 - **Joint Legal Custody; Court Order** The court specifies the circumstances where the consent of both parents is required to exercise legal control of the child and the consequences of the failure to obtain mutual consent. In all other circumstances, either parent acting alone may exercise legal control of the child. An order of joint legal custody shall not be construed to permit an action that is inconsistent with the physical custody order unless the action is expressly authorized by the court. [FC 3083](#)
 - **Joint Physical Custody Defined** Each parent shall have significant periods of physical custody subject to Sec. 3011 and 3020 [FC 3004](#)
 - **Joint Physical Custody; Parental Rights** The court shall specify the rights of each parent to physical control of the child. [FC 3084](#)

- **Joint Physical Custody; No Physical Custody** The court may grant joint legal custody without granting joint physical custody. [FC 3085](#)
- **Joint Physical, Legal Custody; Primary Caretaker** The court may specify one parent as the primary caretaker of the child and one home as the primary home of the child, for the purposes of determining eligibility for public assistance. [FC 3086](#)
- **Sole Legal Custody** One parent has the right and the responsibility to make the decisions relating to the health, education, and welfare of a child. [FC 3006](#)
- **Sole Physical Custody** A child shall reside with and be under the supervision of one parent, subject to the power of the court to order visitation. [FC 3007](#)
- **Natural or adoptive parents** may access their child's student records, participate in school activities, visit the student at school and pick up student at school.
 - **Rights** shall be respected even if legal custody is vested in only one named parent, unless a court order restricts the right of the non-custodial parent.
 - **Evidence** Parent/guardians may be asked to provide evidence of any completed or pending legal action, which curtails the non-custodial parent.
 - **School staff** shall always abide by the most recent court order on the matter.
 - **Challenge** Only the custodial parent/guardian has the right to challenge the content of the student records, provide a written response to student records, or consent to their release to third parties.

Non-Custodial Parents - Upon request, the district may provide non-custodial parents with announcements and notices that are sent to the custodial parent. [BP 5021 BP](#)

Alert – Staff dealing with student records must alert that court orders are in place by inputting (Y) for yes under alert box in [SASI; Student Screen page one \(1\) and a notation in Parent Screen-Comments and Emergency Screen-Comments.](#)

Interpretation of Custody Orders

- When there is a dispute over custody of a child, the school should request from the parent a copy of the custody order.
- The school should review the custody order to determine if the custody order specifies the type of custody (usually joint legal custody and joint physical custody).
- The school should review the custody order to determine if it specifies pick up and drop off at school.
- A parent should not be allowed to expand their time with the child in excess of the custody order.
- A parent wishing to expand their time with their child should seek to amend the court order or obtain the written permission of the other parent.

Access to School Records

- Both parents, regardless of custody, shall have access to records and information pertaining to a minor child's educational records. [FC 3025, EC 49069](#)
- Only a parent having legal custody may challenge the contents of the record. [EC 49061](#)
- **No** custody orders may be accepted from out of the country or out-of-state.
- Call School Police for verification and direction 357-5000 #7020

RESTRAINING ORDERS

- If the school staff does not know the restrained individual, they may (but are not required to) ask for a photograph that can be attached to the restraining order.
- The restraining order can be kept in the student's cumulative folder.
- If school staff knows or is informed that the restrained individual is on campus, they should call the police as soon as possible.
- Have a copy of the restraining order available for the officer when she or he arrives.

In addition, the following persons or agencies shall have **access** to those particular records that are relevant to legitimate **educational interests**. [AR 5125](#), [EC 49076](#)

- **Probation officers or district attorneys** for the purpose of conducting a criminal investigation or an investigation in regards to declaring a person a ward of the court or involving a violation of a condition of **probation**.
- **Judges or probation officers** for the purpose of conducting a truancy mediation program for a student, or for purposes of presenting evidence in a truancy petition per Code [WIC 681](#)
- When authorized by law to assist **law enforcement** in investigations of **suspected kidnapping**, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another district or private school within the state.
- The information shall be **released only** to designated peace officers, federal criminal investigators and federal law enforcement officers whose names have been submitted by their law enforcement agency in writing. [EC 49076.5](#), [AR 5125](#)

No school district, or official or employee thereof, shall be subject to criminal or civil liability for the release of pupil record information in good faith as authorized by this section. [EC 49076.5](#)

When a principal or other school officer releases a minor pupil of such school to a peace officer for the purpose of removing the minor from the school premises, such school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to such officer, and regarding the place to which the minor is reportedly being taken. [EC 48913](#)

[Refer to Forms page 30 \(Removal of Pupil\)](#)

Any active **court orders** on a student must be entered in [SASI](#); Parent Screen, Emergency Screen, page 3. Additional cross references may be made in [SASI](#); Conference Screen.

For any legal issues please contact Marvin Tom Sawyer, J.D., District Counsel 357-5000 #7222

SASI SYSTEM

TECHNOLOGY DEPARTMENT

Technology Department. maintains current and previous school years.

- Informs schools of any updates, modifications or changes of new information related with [SASI](#).

DATA ENTRY

Pre-school and Enrollment Center (K-8 grades) initiates the new student information is [SASI](#).

- If student previously attended our district, the old student number and file will be

updated; otherwise, a new student number will be assigned.

- The student record will continue to be maintained and updated while attending our district.

SASI QUERIES

- Declaration of Residency - [Student Screen, Pg. 1](#)
- Care Giver - [Student Screen, Pg. 1](#)
- Sexual Harassment - [Student Screen, Pg. 3](#)

Please [refer to forms page 30](#); SASI for code definitions and query samples.

For any questions, please contact the Technology Department 357-5500 #7032.

FOSTER CHILDREN

New Legal Requirements

[AB 490](#) amends various provisions of the EC and WIC with respect to foster children.

- Requires schools to give credit for partial coursework, appoint an educational liaison for foster children and assist in their enrollment and transfer from one school to another. [EC 48645.5](#)

Rights of Foster Children

Opportunity to meet the state academic achievement standards.

- To maintain a stable school placements in the least restrictive educational program access to academic resources, services, extracurricular and enrichment activities available.

Please refer to [EC 48853 \(b\)\(c\)\(d\)\(e\)\(g\)](#):

- **Placement of Foster Children**
- **School of Origin**
- **Appointment of Educational Liaison for Foster Children (Duties, Role, Authority, Responsibility)**

The new school shall immediately enroll the child even it the foster child is unable to produce records.

Within **two** business days of the foster child's request for enrollment, contact the school last attended by the foster child to obtain all academic and other records.

The school last attended shall supply all records to the new school within two business days of receiving the request.

- **Transfer of Student Records**

Proper and timely transfer of student records between schools is the responsibility of both the local educational agency and the county placing agency.

- Upon receiving a transfer request from a county placing agency, the local educational agency must, within **two** business days, transfer the student out of school and deliver the educational information and records to the next educational placement. [EC 49069.5](#)

Foster Parenting

Exercise parental rights for the duration the parent-foster child relationship in matters relating to identification, assessment, instructional planning, and development, educational placement, IEP development, and all other matters relating to the provision of a free appropriate public education. [EC 56055](#)

Please refer to all the above [Educational Codes](#) for further details.

Foster Youth Services

are provided state funds are to help support the academic needs for foster youth and San Bernardino County Superintendent of Schools implement FYS. Their focus is to improve academic achievement. FYS provides the following for children residing in group homes:

- Research and document school history.
- Locate academic & immunizations records.
- Collect and maintain educational related data.
- Assist in appropriate school placement by:
 - Review student records
 - Make educational recommendations to school administrators and counselors.
 - Monitor school programs that provide services exclusively to group home youth.
 - Advise placement workers and group home providers with regulations pertaining to educating foster youth.
- Visit schools and group homes to discuss educational issues.
- Maintain on going contact with school district administrators and SELPA.
- Provide a link to educational staff/districts for resources not provided by public schools.
- Provide training regarding educational issues to group homes providers, county placement workers and educators.
- Participate in several regional case management and interagency committees.
- Implement and monitor an academic mentoring program.

To learn more about FYS and how they might benefit the foster youth in your district contact: School Linked Prog. & Partnerships (909) 386-2902.

Foster children have the same rights as homeless children per [Federal Law 8490](#). ([SASI-Student Screen, Page 3](#), [Refer to Homeless Education page20](#))

HOMELESS EDUCATION

Children and Youth

Who do not have a fixed, regular and adequate residence, including children and youth who are living with a parent or is separated from parents who are:

- Living with a friend, relative or someone else because they lost their home or can't afford a home;
- Staying in a motel or hotel;
- Living in an emergency or transitional shelter or a domestic violence shelter;
- Staying in substandard housing;
- Living in a car, park, public place, abandoned building or bus or train station;
- Awaiting foster care placement;
- Living in a campground or an inadequate trailer home;
- Abandoned in a hospital; or
- Living in a runaway or homeless youth shelter.

They have the **right** to:

- Stay in their school even if they move;
- Enroll in a new school without proof of residency, immunizations, school records, or other documents;

- Get transportation to school;
- Go to pre-school programs;
- Get all the school services they need;
- Have disagreements with the schools settled quickly; and
- Go to the school they choose while disagreements are settled.

Migrant children, pre-school children, and youth on their own are homeless if they fall into one of these categories. Runaway youth can be considered homeless even if their families want them to come home. Student who lives in any public or private place that is not supposed to be a regular residence are homeless. Our district must **support and help** students in homeless situations in many ways, we must;

- Make sure students are enrolled in school immediately, even if they do not have the papers they would normally need;
- Help families and youth get immunizations, immunization records or other medical records, if a student needs them;
- Tell parents and youth about all transportation services and help set up transportation;
- Make sure students get all the school services they need and
- Tell parents and guardians about all the programs and services the school has for their children.
- Reach out to children and youth in all different kinds of homeless situations;
- Settle disagreements between schools and families or youth quickly;
- Make sure pre-schoolers who are homeless enroll in Head Start, Even Start or other pre-school programs;
- Put up notices about the education rights of students in homeless situations;
- Make sure parents and guardians can take part in their children's education;
- Refer students to any medical, dental, mental health or other services they need;
- Coordinate with social services and housing agencies to ensure access to education; and
- Make sure students have a full and equal chance to do well in school.

[McKinney-Vento Homeless Education Act, Title 5, C, No Child Left Behind Act-2001 \(SASI-Student Screen, Page 3\)](#)

Should you have a question, please call me at (909) 357-5000, ext. 7330.

MISCELLANEOUS

SOCIAL SECURITY NUMBERS

- As part of the enrollment process, the parent is asked for student's Social Security number.
- Not mandatory to enroll a student.
- Social Security numbers are sometimes needed to qualify for grants.

CHALLENGING RECORDS

- After graduation, **no additions** can be made except routine.
- **Parent/guardian may challenge** the content of a record or offer a written response to a record to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following:
- **Inaccurate**

- **Unsubstantiated** personal conclusion or inference
- **Conclusion** or inference outside of the observer's area of competence.
- **Not based** on the personal observation of a named person with the time and place of the observation noted.
- **Misleading**
- In **violation** of the privacy or other rights of the student.

If **challenged**, disciplinary action must be maintained for 3 years. [BP 5125](#)

NAME CHANGE

Birth Certificate is needed to show proof of name (or other acceptable records - [Refer to Enrollment page 2](#)).

- You may not alter, in any way, a student's name.
- Can only be done by court order or an amended birth certificate.
- Name change in school records may be honored through "AKA" by parent's request.
- On birth verification records should always be cross-referenced.
- Previous school(s) records indicate name different from birth certificate in these cases use AKA for birth certificate name. [AR 5114](#)
- **Hyphenated Names:** When searching for a student in SASI, you may enter an (*) after typing the student's name to give you other optional hyphenated names.

[SASI; Student Screen Pg. 2, Alias Name & Nick Name.](#)

CHARGES/FEEES

Provide copies of any student record, the district may **charge a reasonable fee** not to exceed the actual cost of furnishing the copies. [AR 5125](#)

- **No charge** shall be made for providing up to **two transcripts** or up to two verifications of other records for any former student.
- **No charge** shall be made to **locate or retrieve** a record.
- **Fees** Student records shall **not be withheld** from the requesting district because of any charges or fees owed by the student or parent/guardian. [AR 5125](#)
- If a district is **withholding grades, diploma or transcripts** from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records. [AR 5125AR, EC 48904.3 \(a,b\), 5CCR 438](#)
- and a request that these items continue to be withheld **until the new district** receives notification that the **debt has been cleared**. [AR 5125.2](#)
- If the student and parent/guardian are **unable to pay** for the damages or **return the property**, to the principal or designee shall provide a program of voluntary work for the student to do. When this **voluntary work is completed**, the student's grades, diploma or **transcript shall be released**. [EC 48904, AR 5125.2](#)

[SASI; Fee module Refer to charges/fees page 9, 10 and 22](#)

SPECIAL EDUCATION

Information on participation in Special Ed. programs including required assessments, IEP's, authorizations, and evidence of eligibility are maintained in the Guided Student Records (GSR) at Special Education, District Office, Building #33. [AR 5125](#)

- Records must be maintained for at least 5 years or until student is 22 years old.
- The parent must be informed when personally identifiable records are no longer needed to provide educational services to a student, and they may be destroyed.
- Records must be destroyed if the parent so requests. [EC 35253](#)

Enrollment Center

- Special Education students are enrolled at the Enrollment Center.
- Special Education representative:
 - Verifies student needs Special Education.
 - Obtains necessary documentation, i.e, IEP, Psychoeducational Report, etc. from previous school to complete the enrollment.
 - Process the paperwork.
 - Sends copy of the paperwork to the teacher and home school or assigned school.

Special Education Department

- Original documents are received and scanned in the Viatron Imaging System.
- Student information is entered into **SASI** and processed.

School Site

- When a special education student leaves the district, the case carrier places the Special Education green implementation file in the cum.
- Please notify Special Education Department when a student is leaving your school site.

For more information regarding Special Education records, please call Special Education Department (909) 357-5000 x7285.

DIRECTORY INFORMATION

Parental restrictions/stipulations regarding access to directory information should be maintained for 3 years. [AR 5125](#), [EC 49073](#)

- Witness Protection Program Students should not be in the Directory listings.

Release of Information

- **Confidentiality** Importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with Board policy.
- Designee **may release** student directory information to representatives of the news media or nonprofit organizations in accordance with Board policy and administrative regulation. [BP 5125.1](#)
- Designee **may limit or deny the release** of specific directory information to any public or private nonprofit organization based on his/her determination of the **best interest of the student**. [EC 49073](#)

No Child Left Behind Act

Districts receiving Title I funds must provide military recruiters, colleges and prospective employers access to directory information of:

- student name
- address
- telephone number

Exceptions

- May **not** be released except when a parent/guardian requests in writing that the information not be released.
- Directory information **cannot** be disclosed to a private profit-making entity other than employers, prospective employers, and representatives of the news media.

Private schools and colleges

May be given the names and addresses of 12th grade students and students who are no

longer enrolled provided they use this information only for purposes directly related to the institution's academic or professional goals. [EC 49073, BP 5125.1\(b\), AR 5125.1](#)

When a secondary schools receives a written request for directory information, a Request Form needs to be submitted to the Technology Department. so that they may gather the directory information requested and return it to the secondary school. [Refer to Forms page 30 SASI; Student Screen, Pg. 3, Flags Restrict Personal Info.](#)

ANNUAL VERIFICATION

Parent/guardian and eligible students are notified yearly, in writing, of their rights & responsibilities. Parent returns Mandatory Parent notification Receipt and may choose not to release directory information, photographs, etc.

Notification Includes:

- Child's Safety
- Instruction
- Discipline
- Complaint Process
- Student Grievance Procedure
- Health
- Student Attendance
- Privacy & Info. Rights
- Sexual Harassment
- Student Services/CWA

Parents signed acknowledge receipt of information must be maintained in the cum. [EC 48980 & 49480, Refer to Forms page 30 SASI; Student Screen, Pg. 3, Flags: Restrict Person. Info.](#)

SEXUAL HARASSMENT

No student shall be subjected to unwanted sexual overtures or conduct, either verbal, visual or physical, which is intimidating, hostile, offensive or unwelcome. Such conduct by adults or students is deemed unacceptable behavior and will not be tolerated.

- A Sexual Harassment form is given to all students after attending a yearly sexual Harassment class.
- Sexual Harrassment forms maybe maintained in a separate file updating them annually. Prior forms do not need to be maintained, unless the student has a history of sexual harassment misconduct. When a CUM is sent out, form needs to be sent too. (Renewed yearly) [GC Sec. 1294\(i\) & EC, Sec. 200, et. seq. BP 5145.7](#)
- [SASI; Student Screen Pg. 3, SHR](#) provided to insert date and monitor annually.

STUDENT RECORD ACCESS – [AR 5125](#)

Parental consent is not required when information is shared with other persons within educational institutions, agencies or organizations obtaining access, as long as those persons have a legitimate educational interest in the information. [EC 49076](#)

ABSOLUTE ACCESS

The following persons or agencies shall have absolute access to any and all student records in accordance with state law:

- Natural Parent, adoptive parents, or legal guardians of students younger than age 18. [EC 49069](#)
- Access shall not be denied to a parent because he/she is not the child's custodial parent.
- Adult students age 18 attending a post-secondary institution, in which case the

student shall alone grant consent for the release of records. [EC 49061](#); [34CFR 99.5](#), [EC 49077](#)

- Court Order/Subpoena those so authorized in compliance with a court order or lawfully issued subpoena. [EC 49077](#)

ACCESS TO PARTICULAR RECORDS

In addition, persons or agencies shall have **access** to those particular records that are relevant to legitimate **educational interests**: [EC 49076](#)

- **Natural parents**, adoptive parents or legal guardians of a dependent student age 18 or older.
- **Students 16 or older** or who have completed the 10th grade. (under supervision)
- **School officials** and district employees.
- Members of a school attendance review **board**, and any volunteer aide age 18 or older who has been investigated, selected and trained by such a board to provide follow-up services to referred student.
- **Officials** and employees of other public schools or school systems where the student intends or is directed to enroll, including local, county or state correctional facilities where educational programs leading to high school graduation are provided.
- **Federal, state and local officials**, as needed for program **audits** or compliance with law.
- **Any district attorney** who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition.
- **A prosecuting agency** of consideration against a parent/guardian for failure to comply with compulsory education laws. (check circumstances)
- **Any probation officer** or district attorney for the purposes of conducting a criminal investigation or an investigation in regards to declaring a person a ward of the court or involving a violation of a condition of probation.
- **Any judge or probation officer** for the purpose of conducting a truancy mediation program for a student, or for purposes of presenting evidence in a truancy petition pursuant to [WIC 681](#).
- **County child welfare** services workers responsible for the case plan of a minor who is being placed in foster care shall have access to the student's school records. [WIC 16010](#)
- **Foster family** agencies with jurisdiction over currently enrolled or former students may access those students' records of grades and transcripts, and any IEPs developed and maintained by the district with respect to such students. [ED 49069.3](#) **Refer to Foster Youth page 19**
- When authorized by law to **assist law enforcement** in investigations of suspected kidnapping, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of the student's records to another district or private school within the state. The information shall be released only to designated peace officers, federal criminal investigators and federal law enforcement officers whose names have been submitted by their law enforcement agency in writing.
- A **log** shall be maintained listing all persons, agencies or organizations requesting or receiving record information and picture identification and badge and case number need to be verified. [EC 49064](#), **Refer to Access Log page 28**

DESIGNEE MAY RELEASE

The designee may release information from student records to the following: [EC 49076](#)

- **Emergency, Health & Safety** appropriate persons in an emergency if the health and safety of a student or other persons are at stake.
- **Financial Aid** Agencies or organizations in connection with a student's application for or receipt of financial aid.
- **Accrediting associations**
- **Organizations conducting studies** on behalf of educational institutions or agencies for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction. [EC 49076](#)
- **Officials and employees of private schools** or school systems where the student is enrolled or intends to enroll.
- **County elections officials** for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register.

Written permission Persons, agencies or organizations **not afforded access** rights pursuant to state law may be granted access only through written permission of the parent/guardian, adult student or by judicial order. [EC 49075](#)

NOTE: Social workers have **NO** access rights to school records without parent's written release authorization.

Legal Custody Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. [EC 49061](#)

Prohibited Any person or agency granted access is prohibited from releasing information to another person or agency without written permission from the parent/guardian or adult student. [EC 49076](#)

PROCEDURES FOR ACCESS

- **Student Records shall be maintained in a central file** at the school attended to by student or, when records are maintained in different location, a notation shall be placed in the central file indicating where other records may be found. Parent/guardians shall be notified of the location of student records if not centrally located. [EC 49060](#); [5CCR 433](#)
- **To inspect, review or obtain** copies of student records, authorized persons shall submit a request to the custodian of records.
- **Authorized persons** from outside the school whose access requires consent from the parent/guardian or adult student shall submit their request, together with any required authorization, to the Superintendent or designee or the custodian of records. [5CCR 435](#)
- **Within five days** following the date of request, an authorized person shall be granted access to inspect, review and obtain copies of student records during regular school hours. [EC 49069](#), [5CCR 431](#)
- **Qualified certificated personnel shall be available to interpret** records when requested. [EC 49069](#)

When parent needs to see the cum, arrangements need to be made to set up an appropriate time for clerk and parent. The parent may fill out a form. [Refer to Forms page 30](#)

GENERAL RECORDS QUESTIONS

Refer to Page(s)

- What is a student record? 1
- Who qualifies to be a caregiver? 3
- Who has access to student records? 24-26
- What access does a law enforcement have? 18
- Who has access without consent? 24-25
- Which students are not included in the directory information? 23
- What types of Custody Issues are there? 16-17
- Who may challenge a student record? 21
- May student name be changed or altered? 22
- May student's record be withheld from requesting districts due to charges or fees owed by student or parent? 22
- How long do we have to maintain Permitted records? 15
- What does Foster Youth Services provide? 20
- What rights do Homeless Children or Youth have? 20

FORMS

To obtain a copy of these forms and this book you may go into (fUSD.net) our district web page, Student Support Services, Student Services Programs, Central Records.

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• Health History (English/Spanish)(H-1)	10
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RESOURCES

FONTANA UNIFIED SCHOOL DISTRICT

District Web Page, Board of Education, Departments, Schools, etc.
<http://www.fusd.net>

Board Policy

<http://www.fusd.net/district/board/boardpolicy.html>

STUDENT SUPPORT SERVICES

Programs, Manuals, Resources Organizational Charts, etc.
<http://www.fusd.net/district/studentserv/index.html>

CYBERSPACE BOOKMARKS

Laws, Expulsions, Child Abuse, Legal Opinions, etc.
<http://www.fusd.net/SCRIPTS/JBBookmarks/>

CENTRAL ENROLLMENT CENTER

Frank Hostetler, Asst. Director, 357-5500 ext. 6859

- Home & Hospital Instruction Manual
- Administrators' Handbook-Quick Reference
- Summer School Operator's Manual
- Short-Term Independent Study Handbook
- Alternative Education Resources Guide
- Student Records Manual
- Student Records Quick Reference
- Continuation High School Transfer Procedures

CHILD WELFARE AND ATTENDANCE

Dennis Barnett, Asst. Director, 357-5000 ext. 7095

- Do The Process (Discipline Due Process)
- The HOT Program (Anger Management)
- Prevention & Investigation of Sexual Harassment

COMPREHENSIVE HEALTH

Leslie Woodman-Moore, Assistant Director, ext. 7087

- Health Services Manual & Quick Reference Comprehensive Health

EARLY EDUCATION

Linda Donaldson, Director, 357-5000 ext 7110

GUIDANCE SERVICES

Cami Berry, Assistant Director, ext. 7275

- Student Intervention Handbook - Section 504/SST

SPECIAL SERVICES

Gayle Hinazumi, Director 357-5000 ext. 7254

- Individual Education Program (I.E.P.) Handbook

TECHNOLOGY DEPARTMENT

Clara Camacho, Application Support 357-5000 ext.7046

