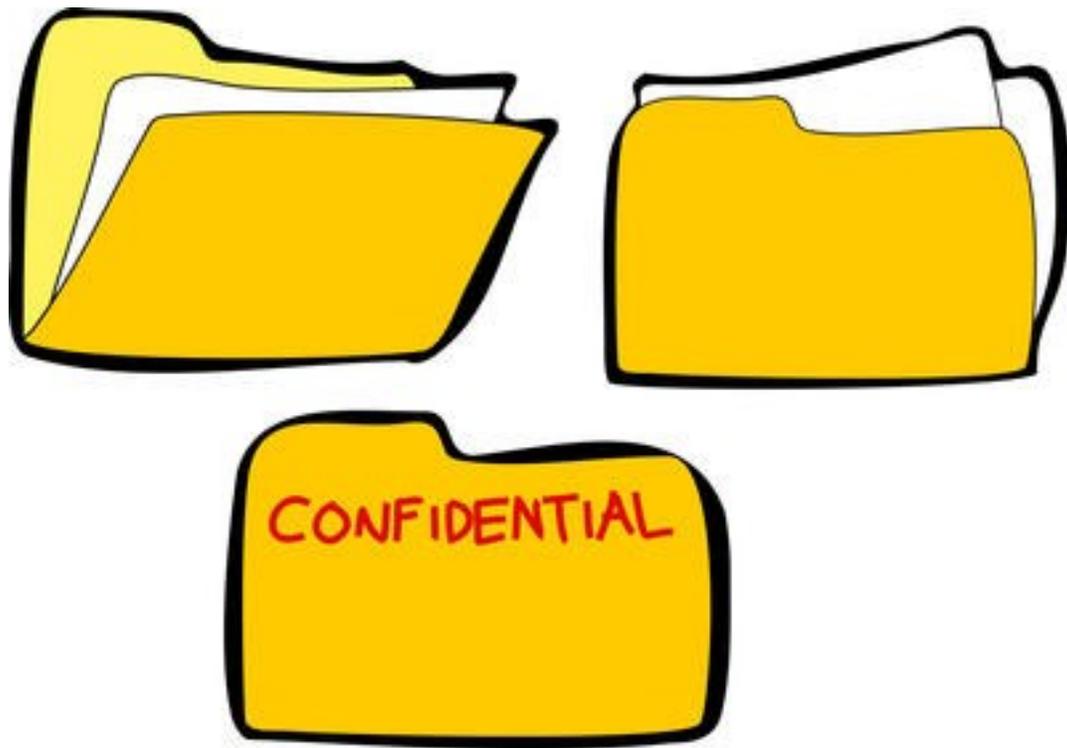


# Guide for Developing and Maintaining the Cumulative Record



Duval County Public Schools  
Jacksonville, Florida

Revised July 2015

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## STUDENT EDUCATION RECORDS: IT'S THE LAW

State Board of Education (Rule 6A-1.0955, FAC, Students Records) requires that Student Education Records be maintained for each student enrolled in a school. These records shall be under the control of the principal and shall be kept current. The Superintendent of Schools, or his/her designee, shall be responsible for the privacy and security of all records that are not under the supervision of a school principal.

In 1974, Federal legislation, known as the Family Educational Rights and Privacy Act (PL 93 - 568, as amended) or the Buckley/Pell Amendment, was enacted to assure the privacy rights of parents and students. In 1977, the Florida Legislature passed a similar bill, Florida Statute 1002.22, to protect the rights of students and their parents with respect to student records as created, maintained, and used by public educational institutions in the state. The procedures for maintaining student education records in compliance with these two legislative acts are established herein.

### I. INFORMING PARENTS OF STUDENTS AND ELIGIBLE STUDENTS OF THEIR RIGHTS

At the beginning of each school year, and upon the transfer of a student into a school, principals are to inform parents and eligible students in writing of their rights to inspect and review student education records. A "Public Notice" brochure entitled **Student Records** has been developed for this purpose. An interpreter shall be provided upon request for parents and students who are unable to comprehend a written notice in English.

### II. PERMITTING PARENTS OF STUDENTS AND ELIGIBLE STUDENTS TO INSPECT AND REVIEW EDUCATION RECORDS

State Board Rule 6A-1.0955 (6) (b), FAC, states: "Each school board shall adopt a policy for educational records which shall include provisions for permitting the adult student or the parent or guardian of the student who is or has been in attendance in the school district to inspect and review the education records of the student." To comply with this regulation, the following guidelines apply:

- A. Parents of students and parents of former students enrolled in any Duval County public school have the right to inspect and review all education records directly related to their children under eighteen (18) years of age.
- B. The right to inspect and review also includes the right to reasonable requests for an explanation and interpretation of the record.
- C. Whenever a student or former student becomes eighteen (18) years of age or is attending a post-secondary institution, the rights accorded to the parents of the student shall thereafter only be accorded to the student, unless the student is considered a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954, and as verified by being claimed by the parent on the income tax return.
- D. In case of a divorce or legal separation, both parents may have access to a child's education record, unless an appropriate court order to the contrary has been filed with the school. Accordingly, a stepparent has rights under FERPA where the stepparent is present on a day-to-day basis with the natural parent and child and the other parent is absent from the home. In such cases, the stepparents have the same rights under FERPA as the natural parents. Conversely, a stepparent who is not present on a day-to-day basis in the home of the child does not have rights under FERPA with respect to the child's educational records.
- E. Compliance with a request to inspect and review a student's education record should be done as quickly as administratively feasible; under no circumstances should the time element exceed thirty (30) days after the receipt of the request by the school (State Statute 1002.22).

### III. DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM EDUCATION RECORDS

The federal law and Florida Statutes, Section 1002.22, require that the student's right to privacy of education records must be protected; therefore, the following procedures should be followed:

- A. Who may have access to student records without prior consent?
  1. Parents or legal guardian of students under age eighteen (18).
  2. Students eighteen (18) years of age or attending an institution of post-secondary education.
  3. Officials of schools, school systems, area vocational-technical centers, community colleges, or institutions of higher learning in which the student seeks or intends to enroll, upon receipt of a written or electronic request from a school official.
  4. Other school officials, including teachers within the educational institution or agency, who have legitimate educational interests or whose jobs require them to work with the records. Note: The district uses contractors, consultants, volunteers, and approved service providers as school officials to provide certain institutional services and functions.
  5. A person or entity 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 parent, if he is either a minor and not attending an institution of post-secondary education or a dependent of such parent, is notified of the order in advance of compliance by the educational institution or agency. (School personnel in Duval County are required to send such notice in writing.)
  6. State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
  7. If a school district institutes legal action against a parent or student or a parent or eligible student initiates legal action against a school district, the school district may disclose the student's education record to the court without a court order or subpoena in order to proceed with legal action as plaintiff or to defend itself (Family Rights and Education Privacy Act, Section 99.31).
  8. The United States Secretary of Education, the Director of the National Institute of 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.
  9. School officials in connection with a student's application for/receipt of financial aid.
  10. Individuals or organizations conducting research for or on behalf of an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering 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 by persons other than representatives of such organizations, and if such information will be destroyed when no longer needed for the purposes of conducting studies.

11. Accrediting organizations, in order to carry out their accrediting functions.
12. School boards conducting student expulsion hearings.
13. Appropriate parties, in connection with an emergency, if knowledge of the information in the student's educational records is necessary to protect the health or safety of the student or other individuals. The following criteria shall be used to determine the existence of emergencies involving health and safety:
  - a. The seriousness of the threat to the health or safety of the student or other individuals;
  - b. The need for the information to meet the emergency;
  - c. Whether the parties to whom the information is disclosed are in a position to deal with the emergency.
  - d. The extent to which time is of the essence in dealing with the emergency.
14. The Auditor General in connection with his/her 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 students and their parents to anyone other than the Auditor General and his/her staff, and such personally identifiable data shall be destroyed when no longer needed for official use.
15. 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 of the agreement. Credit bureaus shall not release any information obtained to any person.
16. The Department of Children and Families, law enforcement authorities, and other agencies as part of an interagency agreement with the school to reduce juvenile crime, improve school safety and to reduce truancy, suspensions, and expulsions. Student record information used by these agencies may only be used to determine appropriate programs and services for the students.

B. Who must have prior written consent to have access to student records?

1. Third parties (individuals, agencies or organizations). These parties may have access to records only with written permission of the parents or eligible student. The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be made separately. No blanket permission for the release of information should be allowed.
2. Third parties may not release the records to other persons without obtaining written consent from parents or eligible student.

C. Who may have access to Directory Information?

1. Directory information consists of certain categories of personally identifiable information. At the beginning of each school year, and upon transfer of a student into the school, the school shall give public notice of the categories which have been designated as directory information. This information may only be made available to colleges, the military, and others as approved by the Superintendent, unless an opt-out choice is selected by the parents. Other groups or organizations requesting directory information may receive it for any student whose parent has signed a release that is on file at the schools.
2. Parents who do not want directory information given to colleges or the military must notify the school principal within ten (10) working days after receiving the student records brochure by completing the opt out form.

3. Third party requests for lists of data specified as directory information shall be submitted to the Office of Accountability and Assessment.

D. The Categories of Directory Information may include the following:

1. Student's name
2. Address
3. Telephone number, if listed
4. Electronic mail address
5. Date and place of birth
6. Photograph
7. Major field of study
8. Grade level
9. Age
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Dates of attendance
13. Degrees and awards received
14. Schools attended
15. Most recent previous educational agency or institution attended by the student

#### IV. **STUDENT EDUCATION RECORDS**

In Duval County, the major component of a student's education records is the Cumulative Record, originating with a student's entrance into the school district through the twelfth grade. The personally identifiable information contained in these records, as prescribed by Rule 6A-1.0955, FAC, is classified as follows:

A. Category A - Permanent Information (This classification includes verified information of clear educational importance which shall be retained permanently.) It consists of:

1. Student's full legal name
2. Authenticated birth date, place of birth, race, ethnicity, and sex
3. Last known address of student
4. Names of student's parents or guardians
5. Name and location of last school attended
6. Number of days present and absent, date enrolled, date withdrawn
7. Courses taken and record of achievement, such as grades, units, or certification of competence
8. Date of graduation or 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.

B. Category B - Temporary Information (This classification includes verified information of clear educational importance which may be destroyed five (5) years after the student or his/her class graduates.) It may include but is not limited to:

1. Health information
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 special services or exceptional student staffing committees, including all information required by Florida Statute 1001.42(13)
9. Correspondence from community agencies or private individuals
10. Driver education certificates
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.

V. **SCHOOL PERSONNEL RESPONSIBILITIES**

**Florida Statute 1003.25 requires all principals to maintain a permanent, cumulative record for each student.**

- A. **The principal** is responsible for establishing a system for the creation, security, care, and use of the cumulative records, and shall
1. place records in a safe, central location accessible to the principal, faculty, and other authorized personnel. The principal insures that the following security measures are maintained:
    - a. all records are to be kept in the school building at all times;
    - b. if allowed to leave records' storage area, records must be signed out by appropriate school staff;
    - c. students and volunteers are not allowed to handle cumulative records;
  2. provide in-service for teachers on the maintenance and confidentiality of records, where applicable;
  3. provide time, space, and opportunity for teachers to review and update information, as needed;
  4. establish a checking system for the maintenance and completeness of records at the end of each school year; and
  5. assure that all records are transmitted to receiving schools upon request.
- B. **The school clerk** who is responsible for initiating and maintaining cumulative records shall utilize the following procedures for the transfer of cumulative records.

1. Requesting/receiving records for enrolling students:

- a. submit requests for records from
  - i. in-county school (see example, Appendix A);
  - ii. other Florida public school via FASTER [refer to Information Management (IM) Training Module];
  - iii. private or out-of-state (see example, Appendix B);
- b. obtain administrative assistance in procuring student records after a third request;
- c. maintain a log of all student records requested and received (see example, Appendix C);
- d. notify teacher(s) and counselor(s) upon receipt of records from other schools; and
- e. conduct periodic reviews to identify:
  - i. cumulative records that have not been received;
  - ii. cumulative records that have been received for students projected but have not enrolled, and follow up to identify where to send the record (if the student enrolled in another DCPS school or is DNE). See **VII. Transferring Exiting Grade Cumulative Records at End of Year.**

2. Sending/transferring records of withdrawing students:

The transfer of records shall be made immediately upon receipt of a proper request. **Under no condition shall the transfer of a student's record be delayed or denied for failure to pay a fine or fee assessment by the school.** All reasonable efforts shall be made to collect for damaged or lost library books and textbooks. (Rule 6A-1.0955, FAC)

An official request for transfer of records from a receiving school will be considered prima facie evidence of the parent's knowledge of the transfer of records (including psycho-educational reports and exceptional education

program information) and shall be honored without parent permission. Other requests for transfer of student records must be authorized in writing by the parent or eligible student. The signed release form will be filed in the student's record at the school.

- a. Upon notification that a student is withdrawing, the student withdrawal form is completed (generate form via IM).
    - i. The teacher records partial grades, report card period attendance, and tardies on the withdrawal form. A printout from FOCUS may be attached to the withdrawal form.
    - ii. The teacher follows procedures established at each school for submitting withdrawal forms.
  - b. File a copy of the withdrawal form in the cumulative record and provide a copy to the withdrawing student.
  - c. For in-county public schools including charter schools, send cumulative record to receiving school upon written or verbal request.
  - d. For out-of-county or private schools, send copies of cumulative record, including copies of Exceptional Student Education records, if applicable (most recent psycho-educational evaluation, I.E.P, and social history, if available). NOTE: Do not photocopy a test protocol as these are copyrighted.
  - e. Maintain a log of all student records requested and released (see examples, Appendix D).
  - f. If the school gives a copy of the cumulative record to parents/guardians, it must be in a sealed school envelope, with a school stamp or signature of clerk over the sealed flap. Parents may hand-carry records to the receiving school, eliminating delays.
- C. **Data entry staff** is responsible for the entry of information from the **New Student Registration** form (Appendix E) and the **Returning Student Information Update** form, and other sources of information as applicable, to the IM system. The cumulative record is inextricably tied to IM system's maintenance and dissemination of student information. Elimination of handwritten information requires reliance on computer-generated information. Therefore, accuracy of the cumulative record relies on timely, accurate data entry following directives found in IM training modules.

## VI. CUMULATIVE RECORD DEVELOPMENT

To best facilitate the maintenance of accurate records, please make sure that you are in compliance with all of the following:

- Use legal names on all records and computer screens, each agreeing with the other. (No nicknames or name alternatives may be used.)
- Birthdates and birthplaces must agree on all written and computer-generated documents.
- Personal data must agree on all written and computer-generated documents.
- All previous transcripts and record of credits must be entered on the Permanent Record Screen (see examples, Appendices F & G).
- There should never be more than one folder on the same student. Folders should be combined and information integrated.

- A. The Folder: Cumulative education records for students in grades PK-12 are filed in a designated yellow folder, referred to as the cumulative record, which must be ordered from the District Storeroom.
- B. Identifying Information: On the cumulative record, the name label, generated by IM within a month of the student's data being entered, is placed in the upper right hand corner on the inside back flap of the file folder. The label should be affixed to the top edge so the name clearly shows when the folder is closed. (If an IM-generated label is unavailable, a typed label should be created with student last/first name, student number, race/ethnicity, gender, and date of birth).
- C. Inserts (Appendix H):
1. **New Student Registration** form (Appendix E) and/or **Returning Student Information Update** and **Demographic Information** (if available)
  2. The **Log of Request for and Disclosure of Personally Identifiable Information** (Appendix I) must be readily available for use. The record of disclosure need not be maintained for the parent or guardian of a student, the eligible student, or school official having a legitimate interest. A record of disclosure must be signed by all other parties. The signed log of disclosure is then filed in the cumulative record to become a permanent part of the student's record.
  3. Current computer-generated academic history (previously referred to as Permanent Record Card)
  4. **Code of Conduct Acknowledgement Form** for current school year
  5. Directory Information release (if separate form completed in a previous school year)
  6. Legal Documents/Court Orders
  7. The **Health Record**, Form DH 3041, is to be filed in the cumulative record. Record the student's legal name on the front. Record height, weight, and BMI (Body Mass Index) for grades 1, 3, 6, and optional 9.  
Place completed forms inside Health folder (Form DH 3041):
    - a) **Physical Exam**, Form DH 3040 (goldenrod)
    - b) **Florida Certification of Immunization**, Form DH 680 (blue)
    - c) Vision screening results for grades PK - 6, optional 11 (pink)
    - d) Results of failed hearing screening for grades K, 1, 6, and first-time K-5 students in Florida schools
    - e) Nurse referrals, if applicable
    - f) Evidence of date of birth (see Appendix J)
    - g) Copy of Social Security card (if made available by parent/guardian – **cannot be required**)
    - h) **Student Health Questionnaire**
      - i) The school nurse will flag the Cumulative Record with a red/orange tab to alert school personnel if a student has a special health problem. The school nurse will insert a care plan/fact sheet into Form DH 3041 providing a narrative of the special health condition. Additionally, information will be inserted into the Form DH 3041 to assist in the management of the health problem should it require emergency intervention.
  8. **Report Card**. Staple with current report card on top, scholastic record side face-up. Staple any summer school records on top of current report card (if applicable). Include elementary FLVS transcripts and ACCEL documentation.
  9. **Third Grade Exemption from Retention Checklist**, if applicable, and **Third Grade Reading Assessment Portfolio Student Data Sheet** when used to determine promotion
  10. **Progress Monitoring Plan** (PMP), if applicable. Staple with current PMP on top, to include all previous PMPs and/or AIPs
  11. **Student Photo Record Card**. Record name and affix picture in appropriate space and record the school year the picture was taken (use N/A for no picture available).
  12. Any standardized test results

13. **Duval County Home Language Survey** (if separate form completed in a previous school year)
  14. Transcripts of former school(s), including secondary FLVS transcripts. Evaluate materials from other school systems and keep only significant information.
- ANY OF THE FOLLOWING, IF APPLICABLE, IN THIS ORDER:**
15. MTSS folder (including any previous TARGET or RtI files)
  16. ESOL red folder
  17. Exceptional Education folder/records (includes Gifted)
  18. Section 504 Plan
  19. Otis-Lennon or Naglieri results. File only the score sheet; send used test booklets to Bulls Bay for shredding.
  20. Attendance Intervention Team documentation
  21. **Individual Academic Career Plan** (IACP), gr. 5 & 6
  22. **My Education Plan**, gr. 8

**VII. TRANSFERRING EXITING GRADE CUMULATIVE RECORDS AT END OF YEAR**

- A. *Sending* principals, or designee, will receive the **Projected Student Record Log** generated by IM after the global withdrawal at the end of the school year for all students projected to transfer to another school within the district.
- B. One copy of the log shall be sent to the *receiving* school with the cumulative records. The *receiving* school principal, or designee, shall check and verify that all records have been received, sign and date the log, and return a copy to the *sending* school, as receipt for records.
- C. One copy of the log shall be retained by the *sending* school principal.
- D. If a student does not enroll at the projected school, the cumulative record is returned to the last school attended to be filed until a request for records is received.

**VIII. MICROFILMING GRADUATES' CUMULATIVE RECORDS**

- A. Records of graduating seniors are held at the school until notification of scheduled records pick-up.
- B. Cumulative records with final senior transcripts must be available for all graduating seniors.
- C. The final senior transcript must be filed at the front of the cumulative record. (The final transcript is printed in mid-June and can be identified because it has the graduation date printed on it.)
- D. Cumulative records being transferred to microfilm should be alphabetized.

**QUESTIONS AND ANSWERS ON STUDENT RECORDS**

**GENERAL INFORMATION**

1. *Where do I find a list of all Duval County Public Schools, including charter and special programs?*  
This information is available on the district website: <http://www.duvalschools.org/Domain/5456>

**CUMULATIVE RECORDS**

2. *Where are the original **New Student Registration and Returning Student Information Update forms (Appendix E)** filed in the schools?*  
Student Information forms are filed in the cumulative record by the end of the school year.
3. *Where are the **Emergency Contact and Authorization to Release forms** filed in the schools?*  
Elementary schools: Emergency forms on students are completed annually and filed in the school office.  
Secondary schools: Emergency forms on students are completed annually and filed with the Assistant Principal for Student Services (dean/house administrator).

4. *What does the orange dot on the cumulative record indicate?*  
It indicates that the student has been identified by the school nurse as having a chronic or at risk health problem. The student may need assistance in the management of health problems that may require emergency intervention.
5. *Define the parts of the **Florida Certification of Immunization** (Form DH 680)*  
Part A-1: Completed when immunizations are completed for school entry and attendance in grades Kindergarten through 12 with exception of the 7th grade requirement.  
Part A-2: Completed for students who enter or attend grades 7-12.  
Part B: Temporary medical exemption issued when a child is in the process of receiving immunizations and is currently up-to-date.
6. *Does a school have to mail the paper copy of the immunization record and transmit it by FASTER also?*  
Yes. Chapter 64D-3.046, FAC states that the proper immunization record should be placed in the student's cumulative health folder which is forwarded when the student transfers as well as transmitted through FASTER.
7. *Can the school give the student or his parents the immunization record to hand-carry to the new school?*  
The Department of Education recommends that school personnel give a student a duplicate copy of his immunization record to hand-carry to his new school, whether within Florida or in another state, to help ensure that the student will not be delayed in entering a new school.
8. *Can a school withhold a student's educational record for failure to pay a fine or fee assessment by the school?*  
No. The transfer of a student's record should never be delayed.
9. *What form is used for sending Withdrawn student cumulative folders to Bull's Bay?*  
Contact Roger Emery at 858-1422 for the correct form.
10. *Who should a school contact if they receive a subpoena for student records or a written request for records from an attorney?*  
Subpoena: Contact the Policy and Compliance Office, 390-2111.  
Request from attorney: Fax the request to Policy and Compliance at 390-2173 for review.  
The Policy and Compliance office will advise the school on the next steps to follow.
11. *What form is used to send cumulative records to another school?*  
Schools may use the sample form "In-County Request for Student Records" in the **Guide for Developing and Maintaining the Cumulative Record**; the "Application for Pupil Reassignment" form available in the District Storeroom, material #5750; or a school-created form. At the end of the school year, schools are to use the IM generated Projection Logs to document the transfer of student records.
12. *Should tests used for gifted, speech, etc., be filed in the cumulative folder?*  
No, test protocols are not to be filed in the cumulative folder. School psychologists, school counselors, and speech/language pathologists are aware of how to store these documents.
13. *Are portfolios filed in the cumulative record?*  
No. Portfolios of student work may be passed to the next grade level teacher for review, and that teacher may then give the documents to the student. The only information filed in the cumulative folder is for 3<sup>rd</sup> grade students who are promoted as a result of portfolio assessment. For these students, the document that is filed is the "Third Grade Reading Assessment Portfolio Student Data Sheet". The actual portfolio that is created as a part of this process should be stored in a separate location until the end of the following school year for documentation, then destroyed.

14. *Can volunteers help with filing in cumulative folders, alphabetizing, and other clerical tasks?*  
Cumulative folders should only be accessed by authorized personnel and should not be handled by volunteers.
15. *When a student transfers outside the school district, should the psycho-educational evaluation be transferred?*  
Yes, a copy of psycho-educational reports should be sent to private or public schools outside the district.
16. *Where should the signed **Code of Conduct Acknowledgment Form** be kept and for how long?*  
The current year's signed **Code of Conduct acknowledgment Form** should be kept in an accessible location (to be identified by the school.) At the end of each school year, the forms should be transferred to the cumulative record. Only the immediate past year forms are kept on file in the cumulative record.
17. *Where should the **Pre-K Student Record Form** be filed?*  
Pre-K student records are filed in the back of the cumulative record.
18. *How long should nurse referrals be kept in the cumulative record?*  
Nurse referrals are kept for as long as the student stays in school.
19. *Where are Advanced Placement (AP), International Baccalaureate (IB), and Advance International Certificate of Education (AICE) test scores recorded?*  
Hard copy reports are filed in the cumulative record.

## REGISTRATION

20. *Can schools accept notarized letters as documentation for proof of residence when registering?*  
The School Board policy on proof of residence was recently revised, and a notarized letter is no longer acceptable. The policy can be found in Section 5.20:  
<http://dcps.duvalschools.org/Page/9598>
21. *Can an aunt, uncle or other relative try to enroll a student at their neighborhood school if the parent/legal guardian lives in another area of Duval County?*  
A student's neighborhood school is based on the parent/legal guardian's home address. If the parent/legal guardian wishes for the student to attend another school, they need to request a special assignment through the School Choice office.
22. *Where do you refer families who are not homeless, but live (double-occupancy) with another family?*  
The School Board policy on proof of residence (see #20 above) stipulates the process:

### **Bona Fide Residence Process**

When the parent cannot produce any acceptable proof of residency as stated above:

- a. The student shall be registered in school.
  - b. Acceptable proof of residence must be provided within 15 school days.
  - c. If, after 15 school days, acceptable proof of residence has not been provided, the student shall be immediately withdrawn by the school and must be registered and enrolled in the appropriate boundaried school by the parent.
23. *Where does a school refer a family that is homeless?*  
Teachers, principals, school social workers, parents, school psychologists, students, and community agency staff may refer individuals in the community. Contact Student Services at **390-2528**.

24. *What if an unmarried mother does not want her child's biological father to pick the child up from school?*

By definition, the mother is the legal guardian, the biological father is not allowed to pick the child up; the school must notify mother regarding the situation. The biological father needs to establish rights for custody or visitation through the legal system. See detailed instructions at [www.duvalschools.org/Page/9550](http://www.duvalschools.org/Page/9550).

#### **DATA ENTRY**

25. *Who can enter W25 codes?*

Schools can enter this code but need to be very careful to check that the student has not turned six or will not turn six by February.

26. *Hispanic students- foreign birth certificate list both mother and father's last name as last name. Student only wants father's name listed. Which is correct?*

If the birth certificate is from a foreign country, the parents can request that only the father's last name be listed. If the birth certificate is a U.S. birth certificate, the name must be entered exactly as it appears on the birth certificate.

DUVAL COUNTY PUBLIC SCHOOL
STUDENT RECORDS REQUEST FROM SCHOOL TO SCHOOL

Request sent to School # From School # Date

Student's Name Last First MI

Student # Date of Birth

Send to: School # (Please do not add a "3" at the beginning or a "1" at the end)

Attention: Title

\*\*\*\*\*
\*\*\*\*\*

To obtain Student Records being stored at Bulls Bay, complete the following:

STUDENT RECORD REQUEST FROM BUILDING #3003

Student's Name Last First MI

Student # Date of Birth

This student WITHDREW from school # ON / /
This student GRADUATED from school # ON / /

NOTE: Each school was instructed to retain a copy of each "Student Record Box List". The Records Department needs the following information for retrieval purposes:

Located in Box # of Boxes

Send to: School # (Please do not add a "3" at the beginning or a "1" at the end)

Attention: Title

DUVAL COUNTY PUBLIC SCHOOL
PERMISSION TO RELEASE SCHOOL RECORDS

Date \_\_\_\_\_

Dear Principal:

I hereby authorize \_\_\_\_\_ to release the following information

(Name of School)

from the school records of \_\_\_\_\_

(Name of Student)

- Official Transcript, Health Records, Standardized Test Record, Student Activities, Psycho-educational Reports, Other (Specify)

The information should be released to:

Individual: \_\_\_\_\_
Agency: \_\_\_\_\_
Address: \_\_\_\_\_
For the purpose of: \_\_\_\_\_

(Signature of Parent or Eligible Student)

(Address)

(Telephone Number)

(Fax Number)





The DCPS registration form is available on the district website:

[www.duvalschools.org](http://www.duvalschools.org)

Students  Registration

# Appendix F

## CREDIT TRANSCRIPTION FORM

Counselor \_\_\_\_\_

Date \_\_\_\_\_

Student Legal Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Grade: \_\_\_\_\_

School Name: \_\_\_\_\_

District number: \_\_\_\_\_

Year: \_\_\_\_\_

City, State: \_\_\_\_\_

School Number: \_\_\_\_\_

COURSE NUMBER	COURSE NAME	GRADE	CREDITS

Grade: \_\_\_\_\_

School Name: \_\_\_\_\_

District number: \_\_\_\_\_

Year: \_\_\_\_\_

City, State: \_\_\_\_\_

School Number: \_\_\_\_\_

COURSE NUMBER	COURSE NAME	GRADE	CREDITS

Grade: \_\_\_\_\_

School Name: \_\_\_\_\_

District number: \_\_\_\_\_

Year: \_\_\_\_\_

City, State: \_\_\_\_\_

School Number: \_\_\_\_\_

COURSE NUMBER	COURSE NAME	GRADE	CREDITS

# Appendix G

## Secondary Credit Transcription Form

Student Name \_\_\_\_\_ Student # \_\_\_\_\_ Entry Date \_\_\_\_\_

Year \_\_\_\_\_ Grade \_\_\_\_\_ Previous School \_\_\_\_\_

Course Title	Transferred as	Course #	Term	Content Term	Grade	Credit Earned
				<b>Total</b>	<b>Credits</b>	

Year \_\_\_\_\_ Grade \_\_\_\_\_ Previous School \_\_\_\_\_

Course Title	Transferred as	Course #	Term	Content Term	Grade	Credit Earned
				<b>Total</b>	<b>Credits</b>	

Counselor \_\_\_\_\_ Date \_\_\_\_\_

CRT \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN ORIGINAL FORM AND COPY OF ACADEMIC HISTORY FOR REVIEW FOR ACCURACY. ORIGINAL FORM SHOULD THEN BE FILED IN CUMULATIVE FOLDER.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ School Year: \_\_\_\_\_

## ORDER OF CUMULATIVE RECORD INSERTS

- \_\_\_ 1. New Student Registration Form, Returning Student Information Update, and Demographic Information form (if available)
- \_\_\_ 2. Log of Request for and Disclosure of Personally Identifiable Information (file if signed)
- \_\_\_ 3. Current computer-generated academic history (previously referred to as Permanent Record Card)
- \_\_\_ 4. Code of Conduct Acknowledgement Form for current school year
- \_\_\_ 5. Directory Information release (if separate form completed in a previous school year)
- \_\_\_ 6. Legal Documents/Court Orders
- \_\_\_ 7. Health records
  - a. Initiate and maintain health forms on each new student by recording student's name on the front of Form DH 3041. Record height, weight, and BMI (Body Mass Index) for grades 1, 3, 6, and optional 9.
  - b. Place completed forms inside Health folder (Form DH 3041):
    - 1) Physical exam, Form DH 3040 (goldenrod)
    - 2) Immunization Certificate, Form DH 680 (blue)
    - 3) Vision screening for grades PK - 6, optional 11 (pink)
    - 4) Results of failed hearing screening for grades K, 1, 6, and first-time K-5 students in Florida schools
    - 5) Nurse referrals, if applicable
    - 6) Evidence of date of birth
    - 7) Copy of Social Security card (if made available by parent/guardian – cannot be required)
    - 8) Student Health Questionnaire
  - c. The school nurse will flag the Cumulative Guidance Record folder with a red/orange tab to alert school personnel if a student has a special health problem. The school nurse will insert a care plan/fact sheet into Form DH 3041 providing a narrative of the special health condition. Additionally, information will be inserted into the Form DH 3041 to assist in the management of the health problem should it require emergency intervention.
- 8. Report Card. Staple with current report card on top, scholastic record side face-up. Staple any summer school records on top of current report card (if applicable). Include elementary FLVS transcripts and ACCEL documentation.
- \_\_\_ 9. 3<sup>rd</sup> Grade Exemption from Retention Checklist, if applicable, and Third Grade Reading Assessment Portfolio Student Data Sheet when used to determine promotion
- \_\_\_ 10. Progress Monitoring Plan (PMP), if applicable. Staple with current PMP on top, to include all previous PMPs and/or AIPs
- \_\_\_ 11. Student Photo Record Card. Record name and affix picture in appropriate space and record the school year the picture was taken (use N/A for no picture available).
- \_\_\_ 12. Any standardized test results
- \_\_\_ 13. Duval County Home Language Survey (if separate form completed in a previous school year)
- \_\_\_ 14. Transcripts of former school(s), including secondary FLVS transcripts. Evaluate materials from other school systems and keep only significant information.

ANY OF THE FOLLOWING, IF APPLICABLE, IN THIS ORDER:

- \_\_\_ 15. MTSS folder (including any previous TARGET or RtI files)
- \_\_\_ 16. ESOL red folder
- \_\_\_ 17. Exceptional Education folder/records (includes Gifted)
- \_\_\_ 18. Section 504 Plan
- \_\_\_ 19. Otis-Lennon or Naglieri results. Tear off and file identifying page from student's booklet or answer sheet.
- \_\_\_ 20. Attendance Intervention Team documentation
- \_\_\_ 21. Individual Academic Career Plan (IACP), gr. 5 – 6
- \_\_\_ 22. My Education Plan, gr. 8

Checker's Initials: \_\_\_\_\_

**LOG OF REQUEST FOR AND DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION**

**Name of Student:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**School:** \_\_\_\_\_

A signed Log of Requests and Disclosures of Personally Identifiable Information shall be kept in the student's cumulative record to identify third party persons who have reviewed a student's record.

<b>RECORD REQUESTED/DISCLOSED</b>		<b>DATE</b>	<b>PURPOSE</b>	<b>SCHOOL STAFF MEMBER PRESENT AT REVIEW</b>
<b>NAME</b>	<b>AGENCY</b>			

### **ENROLLMENT/PLACEMENT PROCEDURES: If the student is a military child, refer to the Interstate Compact on Educational Opportunity for Military Children in Student Progression Plan.**

**Pre-Kindergarten Admission:** Before admittance to pre-kindergarten, the principal shall require evidence of the child's age. Pre-K students must meet the specific age criteria for the PK program in which they are enrolling. Evidence of age may be documented by the following. If the first is not available, the next in order shall be accepted.

1. birth certificate
2. certificate of baptism showing the date of birth and place of baptism accompanied by an affidavit sworn to by the parent
3. an insurance policy on the child's life that has been in force for at least 2 years
4. a bona fide religious record of the child's birth accompanied by an affidavit sworn to by the parent
5. a passport or certificate of arrival in the United States showing the age of the child

If none of the evidences listed above 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, which states that the health officer or physician has examined the child and believes that the age as stated in the affidavit is correct.

A homeless child shall be given temporary exemption to the above requirements for 30 school days (s. 1003.21 (4) (1-g), F.S.).

In addition to proof of age, the principal shall require the following:

1. certification of school entry health examination performed within one year prior to enrollment (initial attendance) (s. 1003.22 (1), F.S.),
2. an updated immunization record (s. 1003.22 (3), F.S.),
3. proof of home address, and
4. a request for the child's social security number.

**K-12 Admission:** Children are eligible for admission to public kindergarten if they have attained age 5 on or before September 1 of the current school year. Children who have attained the age of six years by February 1 of any school year are required to attend school regularly during the entire school year. If a child enters public school at age 6 without evidence of kindergarten completion on an official transcript, then they will be placed in the first program of study, and that is kindergarten (s. 1003.21 (1) (a) 1, F.S.). For students enrolling in Duval County for the first time, the principal shall require evidence of the child's age. Evidence of age may be documented by the following. If the first is not available, the next in order shall be accepted.

1. birth certificate
2. certificate of baptism showing the date of birth and place of baptism accompanied by an affidavit sworn to by the parent
3. an insurance policy on the child's life that has been in force for at least 2 years
4. a bona fide religious record of the child's birth accompanied by an affidavit sworn to by the parent
5. a passport or certificate of arrival in the United States showing the age of the child
6. a transcript of record of age in the child's educational record showing at least 4 years prior to application, stating date of birth

If none of the evidences listed above can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate age signed by a public health officer or by a public school physician, which states that the health officer or physician has examined the child and believes that the age as stated in the affidavit is correct.

A homeless child shall be given temporary exemption to the above requirements for 30 school days (s. 1003.21(4) (a-g), F.S.).

In addition to proof of age, the principal shall require for any initial enrollment to public school:

1. physical examination for all students who have never attended a Florida public or private school (physical must be no more than 12 months old at the time of the student's enrollment) (s.1003.22(1), F.S.),
2. an updated immunization record (s. 1003.22(3), F.S.),
3. proof of home address, and
4. a request for the child's social security number.