**Student Records Compliance Training**

What are your internal practices for the various FERPA Requirements?

|  |  |
| --- | --- |
| Requirement | Process |
| Annual Notification |  |
| Inspection & Review |  |
| Amending Records |  |
| Record Keeping |  |
| Redisclosure |  |
| Audit or Evaluation |  |
| Health & Safety Emergency |  |

**Cumulative File Checklist**

|  |
| --- |
| **Cumulative File** |
|  | **Record** | **Retention** |
|   | File Access Log | 3 years |
|   | Student name, DOB, Gender, Race/Ethnicity | 3 years |
|   | SSID and Local ID | 3 years |
|   | Picture Card | 3 years |
|   | Parent Contact Information | 3 years |
|   | Emergency Contact Information | 3 years |
|   | Student Health Screenings (Vision, Hearing, etc.) |   |
|   | Certificate of Immunization (CIS) |   |
|   | Birth Certificate |   |
|   | SBAC Individual Student Summary Sheet | 3 years |
|   | Other Vender/3rd party testing results (SAT, ACT, AP, IB) | 3 years |
|   | Attendance |   |
|   | Date of Entry | 3 years |
|   | Date of Withdrawal (if applicable) | 3 years |
|   | Copy of Report Card (s) | 100 years |
|   | Copy of Elementary enrollment progression | 100 years |
|   | Middle/junior high school transcript | 100 years |
|   | High school transcripts  | 100 years |
|   | Records documenting all successful requests for and changes to the official student record, including modifications such as grade adjustments, graduation status, error corrections, etc. | 100 years |
|   | Honors activities | 3 years |

\*After the student has withdrawn or graduated

**Supplemental File Checklist**

|  |
| --- |
| **Supplemental File** |
| **TBIP/Title III** |
|  | **Record** | **Retention** |
|   | Home Language Survey | 3 years |
|   | ELPA 21 placement and annual tests | 3 years |
|   | Communication with parents, notifications, etc. | 3 years |
|   | Documenation pertaining to student's exit | 3 years |
| **Homeless Student Services** |
|  | **Record** | **Retention** |
|   | Housing screening | 6 years\* |
|   | Information povided to parents about opportunities for their children | 6 years\* |
|   | Coordination with other entities and agencies | 6 years\* |
| **Student Assignment - Programs where a placement process exists**  |
|  | **Record** | **Retention** |
|   | Nominations, observations, recommendations | 6 years\* |
|   | Screening/interview/intake forms  | 6 years\* |
|   | Testing results | 6 years\* |
|   | Communication with parents, notifications, etc. | 6 years\* |
|   | Appeals | 6 years\* |

\*After the student has withdrawn or graduated

**Internal School Record Keeping Practices**

What are the internal protocols for cumulative and supplemental file maintenance?

Are there ways file organization can be strengthened? (example: color coding forms, easy office access to frequently used cumulative forms, etc.?