

STUDENT RECORDS

FL  
(REGULATION)

RECORDS REQUEST

Student records will be available to the student's parents, as permitted by law. The campus principal or designee will use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information. Procedures for viewing records are specified in board policy FL(LOCAL).

Parents may receive one copy of student records free of charge. Additional copies of records are available at a per copy cost of \$.10 per page, payable in advance. Copies of records must be requested in writing [Exhibit A]. Parents may be denied copies of records if they fail to follow proper procedures.

TRANSCRIPTS

Official high school transcripts may be obtained through a written request [Exhibit B]. Each graduate may receive two free copies of his or her transcript. A \$2.00 fee will be charged for each additional transcript.

DISCIPLINE RECORDS

The District will maintain a discipline folder for each student. Discipline records will include the following:

1. Instances of the student being referred to the office for disciplinary reasons.
2. Calls or conferences held with a parent regarding the student's behavior.
3. Assignments to detention and the number of days the student is assigned.
4. Assignments to in-school suspension and the number of days the student is assigned.
5. Instances of corporal punishment, administered according to District policy; the name of the person administering it, and the name of the witness.

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6. Instances of out-of-school suspension and the number of days the student is suspended.

7. Placements in a disciplinary alternate education program (DAEP) and the length of the placements.

8. Instances of expulsion and the length of the expulsions.

NOTICES FROM LOCAL  
LAW ENFORCEMENT

Information received by the District about a student, under Article 15.27, Code of Criminal Procedure, will be maintained separately from the student's permanent academic file. The District will destroy all such information at the end of the school year in which the information was received.