

## STUDENT RECORDS

The school district desires to comply with the requirements of the Family Educational Rights and Privacy Act of 1974 which guarantees to parents and students the right to access education records and imposes limits upon the release of education records to others.

“Educational records” (as defined below) will be maintained for each student. Access to these records will be permitted only to the parents, legal guardian, authorized school personnel and other persons or organizations as permitted under the Act for educational purposes.

Access by other persons will be granted only through written permission from the parent or guardian or in response to a lawfully issued subpoena. A record of each time a person accesses a student’s educational record will also be maintained in the permanent records of the student.

Parents have a right to inspect the education records of their children, within a reasonable period of time after a request is made, but not longer than forty-five (45) days shall elapse between the request and the inspection. A parent will be provided an opportunity to challenge the contents of the education records in a conference with the principal. If no resolution results from the conference, a parent may request a hearing before an administrative employee and prepare a written statement for inclusion in the record of their children.

“Directory information” (on page 2) relating to students may be released or published from time to time without the specific consent of parents or legal guardian. If a parent does not wish to have certain directory information relating to a child made public, then the parent will be allowed an opportunity to have the information deleted from the school publication intended.

“Education records” maintained by this district include:

- Cumulative folder
- Permanent record
- Grade reports
- School register
- Attendance data
- Discipline records
- Personal interest surveys
- Special education reports
- Other similar records

“Directory Information” may include (a) the student’s name, (b) address, (c) telephone listing, (d) date of birth, (e) place of birth, (f) program of studies, (g) participation in activities and sports, (h) weight and height of members of athletic

teams (l) years of attendance and graduation, (j) honors and awards received, 9k) most recent previous educational institution attended, and (l) other similar data.

This information will be made public during the course of the year, in whole or in part, through the publication of the following: School directories, yearbooks, honor society rosters, athletic contest programs, athletic eligibility rosters, graduation programs, various club memberships listing, student class officer listings, awards and other honorary recognition listings and various other publications of school sponsored programs, contests or events. In the event that a parent desires to have any or all of the above information deleted from the various school publications, then a request for such deletion must be made within a period of fourteen (14) calendar days from the date of this notification.

Appropriate forms for making this request are available in the office of the principal at all of the public schools.

Lists of students no longer attending Jackson Public Schools may be compiled and, in the discretion of the superintendent, distributed to organizations or institutions established for the purpose of assisting students in re-enrolling in educational institutions, in obtaining vocational or other employment skills, or in obtaining some means of gainful employment.

Under the terms of the Act, a student who has attained eighteen (18) years of age will thereafter be accorded the rights of parents.

## PERMANENT RECORDS

The permanent record provided for above shall be kept, while it is active, in the attendance center office in a fire resistant container. The permanent record shall be considered active: (a) if the student is enrolled in the school; or (b) if he has withdrawn or has been expelled and the students of the class of which he was a member shall not have reached the time of graduation. At the point of the student's graduation or at the time when the student would normally have graduated had he not withdrawn or been expelled from school, the student's permanent record shall become a part of the permanent binder in the central fire resistant depository or stored digitally as designated and provided by the school board of the school district, or as an alternative method, the records may be maintained in fire resistant storage at the school last attended by the student. The permanent binding and preservation of the inactive records shall be the duty of the superintendent of this school district who shall maintain a central depository of the records.

## CUMULATIVE FOLDERS

The cumulative folders provided for above shall be kept in the school wherein the pupils are in attendance. Both the permanent records and the cumulative folders shall be available for inspection by public and private school officials, including public school teachers within the school district who have been determined by the school district to have legitimate educational interests. In no case, however, shall such records be available to the general public. Transcripts of courses and grades may be furnished when requested by the parent or guardian or eligible pupil as prescribed in the Family Educational Rights and Privacy Act of 1974, as amended, 20 USC Section 1232. The records shall be kept for each pupil throughout his entire public school enrollment period.

In the event a pupil transfers to a public school, then the cumulative folder shall be furnished to the head of the school to which the pupil transfers; if a pupil transfers to a private school, then a copy of the cumulative folder shall be furnished to the head of the school to which the pupil transfers. The permanent record shall be kept permanently by the school district from which the pupil transferred. At no time may a permanent record of a student be destroyed, but cumulative folders may be destroyed by order of the school board of this school district in not less than five (5) years after the permanent record of the pupil has become inactive and has been transferred to the central depository of the district. However, where a school district makes complete copies of inactive permanent records on photographic film, microfilm, or any other acceptable form of medium for storage which may be reproduced as needed, the permanent records may be destroyed after the photographic film or microfilm copy has been stored in the central depository of the district.

## EXPULSION RECORDS

For the purpose of providing notice to public and private school officials, both within and outside the boundaries of the state, of the expulsion of any public school student, the State Department of Education may develop a central reporting system for maintaining information concerning each expulsion from a public school. In establishing and maintaining the reporting system, the department may require each school district to report, within a certain period of time after an expulsion, as established by the department, information such as the following:

- a. the name of the student expelled;
- b. the date the student was expelled;
- c. the age of the student at the time of expulsion;
- d. the school from which the student was expelled;

- e. the reason for the expulsion, including a detailed description of the student's act or acts;
- f. the duration of the period of expulsion, if not indefinite; and
- g. any other information that the department deems necessary for school officials in a public or private school, where a student is seeking enrollment, to determine whether or not a student should be denied enrollment based upon a previous expulsion.

Any information maintained by the department under the authority of this section shall be strictly confidential. The information shall be available to school officials at a public or private school only upon their request and only when a student seeks enrollment or admission to that school. In no case shall the information be made available to the general public.

## DISTRICT WIDE REPORTS

The school board of every school district, as created and empowered by law, shall keep and preserve permanently a copy of all district-wide reports required by the State Board of Education to be filed on an annual basis.

Five (5) years after a student is no longer attending a school within the district, the student's education record will be expunged of all non-essential data not required to be retained by law.

All supporting documents necessary to compile such district-wide reports, except as delineated below may be destroyed after three (3) years following the academic year for which the report was made upon approval of the school board of this school district.

## DISPOSAL OF RECORDS

The superintendent of this school district shall have the authority, with the approval of the school board of this school district spread upon its minutes, to dispose of the following records:

- a. After five (5) years:
  - 1. Bank statements
  - 2. Canceled warrants and pay certificates
  - 3. School board paid bills
  - 4. Bids received, either accepted or rejected, for supplies, materials, equipment and construction
  - 5. Depository receipt warrants
  - 6. School board claims dockets, where claims are recorded on the minutes of the board

7. Original of school board's orders after such orders have been recorded in the minute book
  8. Canceled bonds and coupons
  9. Tax collector's reports of tax collection to superintendent of schools or the administrative superintendent
  10. Transportation records.
- b. After three (3) years:
1. Teacher contracts, computed from the expiration date thereof
  2. Bus purchase documents
  3. Teachers' registers principals' reports and other evidence necessary to prepare the reports to the State Board of Education.
- c. After period to be set by the State Board of Education such other documents of a temporary or transitory nature as the State Board of Education by regulation shall designate.

Notwithstanding any of the above provisions, no records which are in the process of being audited by the State Department of Audit, or which are the basis of litigation, shall be destroyed until at least twelve (12) months after final completion of said audits and litigation.

The Superintendent is authorized to establish administrative procedures to carry out the provisions of this policy.

SOURCE: Jackson Public School District, Jackson, Mississippi  
Mississippi School Board Association

DATE: September 21, 1979

LEGAL: Section 438 of the General Education Provisions act (P1. 93-380)

REF.: November 17, 1974  
Section 37-15-1, 37-15-2, 37-15-3, 37-15-4, 37-15-6, 37-15-8;  
Mississippi Code of 1972; Mississippi Public School  
Accountability Standard 8; Family Educational and Privacy Act  
(FERPA)  
45 CFR. Part 99, 45 CFR Part 121A

AMENDED: December 20, 2016