

# POLICY: TRANSFER AND MAINTENANCE OF STUDENT RECORDS

## J PAUL TAYLOR ACADEMY

www.jpaultayloracademy.org

Adoption date: January 6, 2016

I. To provide procedures and establish responsibilities for collecting, maintaining, releasing and copying student information kept by J. Paul Taylor Academy.

### II. MAINTENANCE OF RECORDS

- A. J. Paul Taylor Academy shall maintain a cumulative record folder for each student. The cumulative folder contains education records directly related to a student that are maintained by the school. Education records do not include records kept by, teachers, counselors, supervisory or administrative personnel that kept in the individual's sole possession and not revealed to another person, except substitute teachers as deemed necessary.
- B. Education Records kept in a cumulative file may include:
  - 1. Enrollment or other forms that include a student's name, address, contact information, gender, demographic information, date and place of birth;
  - 2. Family information including emergency and/or permitted contacts and respective contact information;
  - 3. Emergency medical directives and contact information; immunization, and other related medical information, including a student's 504 Plan, if applicable;
  - 4. Attendance records;
  - 5. Scholastic records, including standardized testing results;
  - 6. Records of education plans; academic performance plans such as improvement plans;
  - 7. Teacher and/or counselor evaluations if shared revealed to anyone else;
  - 8. Information related to a student's Individual Education Plan;
  - 9. Record of special services provided;
  - 10. Discipline records;
  - 11. Other records required to be maintained in a student's cumulative file by applicable law or regulation or policy.
- C. Properly maintaining and storing cumulative records shall be the responsibility of the Head Administrator. If a student no longer attends JPTA, the original cumulative record file, shall be maintained in accordance with the New Mexico public records retention requirements.

### III. TRANSFER OF STUDENT RECORDS.

- A. Families requesting transfer of their student(s) records must provide a written request and record release to the JPTA administrative offices. In addition, JPTA will respond to written requests from a student's new/receiving school.
- B. Copies of student education records will be transferred promptly and every effort will be made to provide the documents within five (5) business days of the request.

### IV. COPIES OF STUDENT RECORDS.

- A. Parents and/or legal guardians may request copies of their student's education records. The request must be made in writing and will respond to by no later than fifteen working days from the request.
- B. Up to 10 pages will be provided without charge; for any request for copies exceeding 20 pages, there will be a charge of \$.10 per page.