

## **P5500 CONSTRUCTION AND MAINTENANCE OF EDUCATIONAL STUDENT RECORDS**

### **BOARD POLICY:**

**A student permanent record (transcript) shall be established for each secondary student in the Wichita Public School system to provide a uniform, efficient procedure for maintaining an official record of pertinent student information. Other educational student records (cumulative folders) are constructed, maintained, and utilized in the Wichita Public Schools to support decisions made relative to students and to provide documentary evidence of students' progress through their educational experiences. Periodically, student records are updated, reviewed, and (when appropriate) purged in a continuing effort to maintain records that are accurate, informative, relevant, and otherwise appropriate. Student records are intended to serve both legal and educational purposes. Disclosure of information contained in either the student permanent record (transcript) or other educational student records must be done in compliance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, as amended, and its interpretive regulations, 34 C.F.R. § 99.1, et seq. (Refer to Policy 5501, Privacy of Student Records.)**

Administrative Implemental Procedures:

#### **STUDENT PERMANENT RECORD/TRANSCRIPT**

1. The student permanent record (transcript) is created and maintained in the district's student information system for the current year. The historical records are saved in a separate system.
2. The student permanent record is the official school document to be reproduced for the transfer record, the high school transcript, and legal purposes. Only appropriate information should be recorded.
3. The student permanent record must be brought up to date before a student transfers or withdraws from a school. For exiting students, all grades, attendance, health history, and test data should be recorded as of the latest complete period, and a separate record of up-to-date grades and attendance (exit card) should be provided for the receiving school. Records shall be sent to another school or school district in which the student is enrolled, or intends to enroll regardless of outstanding obligations per K.S.A. 72-6310.
4. Records of students who have withdrawn or graduated will be available in Student Records and Enrollment Services or from the school of last attendance.

#### **OTHER EDUCATIONAL STUDENT RECORDS / CUMULATIVE FOLDER**

1. Student data collection forms and other temporary documents  
Forms that are used to collect data should be destroyed after that data is captured in the student information system. Other forms or documents of a temporary nature should be destroyed as soon as they have served their purpose (maximum, yearly). (See Maintenance of Records, paragraph 2, below.)
2. Medical health information  
These forms and/or documents must be controlled by the school nurse (follow instructions issued by the Health Services Office).

### 3. Special Education Records

Special education records, construction, and maintenance of special education files, processes, and procedures are outlined in the *Administrative Handbook for Special Education*.

#### MAINTENANCE OF RECORDS

1. Each department is responsible for all forms issued by the department. The department responsible shall provide, in writing, detailed instructions for completing a form and how the form is to be used.
2. Destroy records in the manner directed by bulletins issued from the Student Records and Enrollment Services Department.

Approved as to content and form by Board attorney.

Administrative Responsibility: Student Records and Enrollment Services

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