

POLICY
RHODE ISLAND SCHOOL FOR THE DEAF
BOARD OF TRUSTEES

STUDENT RECORDS

Purpose:

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information. The purpose of this guideline is to provide school staff with a protocol for the management of school records.

Policy

The Director will provide for the proper administration of student records in keeping with state and federal requirements. Records are maintained in a locked storage within a locked room. All individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers to anyone without a legitimate need to know in order to serve students.

Professionals who work with a special needs student are responsible for reading and understanding the student's IEP and related assessments/records. Those faculty members needing to see student special education records must request and sign out the record(s) needed from the Central Office. Records must be returned (signed back in) by end of the same day.

Please note: Copying psychological records and educational/psychological assessments is not permitted. These documents shall be considered "read only" information.

Sharing Records

If a student moves or attends another RI school for all or part of the day, records may be shared without a signed Release of Information with another public school within Rhode Island that is serving or will serve the student.

To share records or student information with any outside person, agency, private school, or a public school located out-of-state, permission must be granted and a **Release of Information form** (see attached) must be signed by the parent/guardian or by the student who is an adult, 18 years or over.

Parents/guardians who wish to review student files may do so by requesting an appointment in writing to come in to the School and review their child's record. Unless a school is provided with evidence of a court order or State law stating the contrary, both custodial and noncustodial parents have the right to access their child's education records in order to help guide their child's education. An administrator will accompany the parent/guardian to a private space where the record may be reviewed.

POLICY
RHODE ISLAND SCHOOL FOR THE DEAF
BOARD OF TRUSTEES

Record Retention

Inactive or discharged records may still serve a purpose and shall be protected. Records of each student enrolled on or after June 2002 *except for the official transcript*, shall be maintained or archived until such time as it can be destroyed seven years after the student transfers, graduates, or withdraws from the School.

The student's transcript may only be destroyed **60 years or more** following his/her graduation, transfer, or withdrawal from Rhode Island School for the Deaf.

Efforts shall be made through written notice at the time of transfer, graduation, or withdrawal, to the eligible student and/or his/her parent (if a minor) of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part.

Student Medical Records

School Health Services Records are those records kept on students that reflect health information and services provided by school nurses and other school health services staff.

There are several laws and regulations that specifically guide the retention of school health services records. These include the Family Education Records Privacy Act (FERPA) (20U.S.C.§1232g); Health Insurance Portability Accountability Act (HIPAA) (PL-104-191).

Student health records maintained by the school nurse and or other school health staff in such an arrangement constitute education records pursuant to FERPA because the school nurse and health staff are acting on behalf of the school system in maintaining records. All student health records are a part of the student's cumulative education record, and while they may be kept separately for ease of use while a student is in school, the health record is restored to the student's cumulative education record when the student graduates from school, transfers to another school system, or drops out.

All discharged education and health records should be stored together and in the same place for six years after graduation or leaving the school. The student transcript should be kept separately for 60 years.

Legal references

RECORDS RETENTION SCHEDULE LG5, RI Public School Records, Office of the Secretary of State (Rules and Regulations for the Licensing of School-Based Health Centers (R23-SBHC), July 2002, Section 14 Health Care Records)
Family Education Records Privacy Act (FERPA) (20U.S.C.§1232g)
Health Insurance Portability Accountability Act (HIPAA) (PL-104-191).

Board of Trustees First Reading: July 16, 2018
Second Reading: August 18, 2018
Approval: September 18, 2018