

RICHMOND COUNTY SCHOOLS



A HANDBOOK FOR MANAGING STUDENT RECORDS

Department of Student Services

Revised August 2018

Confidentiality

The **Family Educational Rights and Privacy Act (FERPA)** of 1974 is a federal law establishing an array of confidentiality rights for students and families. This law is required to be upheld by all school employees. There are significant sanctions and penalties that can be imposed for violating this law.

As an employee of the Richmond County School System who works with student records, you will have access to confidential information in the normal course of the work day. Confidential information includes:

- students' academic records,
- test scores,
- referrals to outside agencies,
- discipline information,
- attendance information,
- legal issues,
- homelessness, etc.

More specifically, confidential records include ***any*** and **all** records that are directly related to a student that contain personally identifiable information.

With full knowledge of the critical importance of confidentiality in protecting the rights of all students and parents of the RCSS, please take note of the provisions below.

- You must hold confidential information in strict confidence and shall exercise extreme care to prevent disclosure to others.
- You must not disclose or divulge either directly or indirectly confidential information to others unless first authorized to do so by your supervisor.
- You must not reproduce or distribute any confidential information to any person, company or agency without the explicit consent of your supervisor.
- You must accept responsibility to protect the confidentiality of all records, documents and highly sensitive conversations in your school.
- You understand that you may be removed from your position if you knowingly breach any of these confidentiality obligations; and even if removed, these confidentiality obligations still apply.

Registering New Students

State Laws Regarding Attendance

Compulsory Attendance

Georgia law requires that students attend a public or private school or a home study program from their sixth to their 16th birthdays. Public Kindergarten is available in every school system, but it is not mandatory

Enrolling in School

Georgia law requires that children must be five years old on or before September 1 to enroll in kindergarten and six years old on or before September 1 to enroll in first grade in public schools. School systems must verify age before enrollment.

A child who has lived in another state for at least two years before moving to Georgia and who was legally enrolled in a public kindergarten or first grade in that state, or a private Kindergarten or first grade accredited by a state or regional association, may enroll in a Georgia public school kindergarten or first grade, provided the child will be five for kindergarten and six for first grade by December 31.

Pre-kindergarten programs are available for preschoolers at 30 elementary schools and 3 community centers. To qualify for Pre-K, children must be four (4) years old by September 1.

Source: <http://www.gadoe.org/External-Affairs-and-Policy/AskDOE/Pages/New-Student-Requirements.aspx>

PROCEDURES FOR REGISTERING NEW STUDENTS

"The first impression is a lasting impression!"

General Information:

Students should be registered by a **parent** or **legal guardian**. In certain circumstances (i.e., parent incarceration, death of parent, hardship), grandparents may utilize the ***Kinship Caregiver's Affidavit*** to register a child. (The form is included in this manual and available at <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Documents/KINSHIP%20CAREGIVER%20AFFIDAVIT.pdf>)

****A student in foster care should not be prevented from registering for school, even without all registration documents.*** Allow the child to be registered by the case worker, and work to acquire the necessary documents.

Remember, the goal is for all students to be able to attend school. For extenuating circumstances regarding enrollment, contact Student Services.

Registration Steps:

1. **GREET STUDENT AND PARENTS WARMLY.** This is a time to demonstrate excellent customer service skills!
2. **Request the registration documents** (see *"Documents for Students Enrolling in Richmond County Schools"* for details):
 - Proof of residency (utility bill, lease agreement, etc.)
 - Copy of withdrawal papers from previous school
 - Report Card
 - Birth Certificate (Pre k, Kindergarten) *
 - Immunization Record *
 - Eye, Ear, Dental Form *
 - Copy of Social Security Card (or sign waiver)
3. **Have parents/guardians complete the following forms:**
 - Registration form (*may be completed online*)
 - Health card (*may be completed online*)
 - Home Language Survey (*may be completed online*)
 - Immunization letter (for students who do not provide it) – available from the school nurse
 - Parent Occupational Survey (required for *students new to RCSS only*)
4. **Issue and explain copies of the following documents. Have parents sign statements of receipt.**

- Homework policy

- RCSS Students Code of Conduct Handbook
- Promotion/Retention Policy
- Records request form/Post Card requesting transcript from previous school
- School Handbook
- Photo and Video Release Form
- Waiver form for Social Security number (if applicable)
- Program of Study/Graduation Requirement (high school only)
- Transportation

5. Provide student and family with transportation/bus information.

6. Introduce new student to appropriate personnel: counselor, teacher, etc. Peer/Student greeters are also effective in welcoming new students.

7. Request record/transcript from previous school. Have the parent/guardian to complete a records release form at the time of registration.

8. Make a folder for the student and place in “pending” file until all records have been received. If the student is new to Richmond County, complete all information on a cumulative record card and file in vault. All information must also be given to data clerk to enter in Infinite Campus. **It is also suggested to keep a list of incomplete/missing records for easy reference.**

Information on the Home Language Survey

- This survey is required by Title III of the No Child Left Behind Act of 2001
- Used for the identification and placement of students in grades K-12 who have a primary or home language other than English (PHLOTE) and are English Learners (ELs). Under federal law, schools must identify all PHLOTE students and screen eligible students for language assistance.
- When any student enrolls in a Georgia school, public or private, the Home Language Survey (HLS) should be administered as part of the enrollment process.
- The Home Language Survey is a series of, at a minimum, three questions intended to determine the student’s primary or home language. If the answer to any of the three questions indicates a language other than “English”, the student is a PHLOTE student and must then be screened for eligibility for language assistance services
- Once the school year is underway, the window for identification, screening and parental notification of eligibility is within two weeks of enrollment (No Child Left Behind Act of 2001 Title III Language Instruction for Limited English Proficient and Immigrant Students, Public law 107-110, January 8, 2002, Section 3302 Parental Notification).

Documents for Students Enrolling in Richmond County Schools

Georgia state law allows a grace period for new entrants and students from out of state for the Certificates of Immunization, the Eye, Ear and Dental Certificates. Additionally, state law allows a grace period for the Birth Certificate. Richmond County's procedure is consistent with state law and policy.

DOCUMENT	WHO NEEDS IT	DUE DATE	STATE/COUNTY GRACE POLICY
Immunization Certificate Form #3231	All students	Time of registration	30-days for new entrants (entering Georgia school for the first time or after having been absent for more than 12 months or one year); 90 days for out-of-state students with documentation showing process begun and date of completion. Includes second MMR, Hepatitis B series, two varicella shots or history of chicken pox.
Eye, Ear, Dental Certificate Form #3300	All students entering a Georgia school for the first time	Time of registration	Any child admitted to school without a certificate must present one within 120 calendar days . Forms may be obtained and completed at the local public health departments or physician offices.
Birth Certificate	Kindergarten and 1 st grade students	Time of registration	Certificate required within 45 days of registration for students entering kindergarten or 1st grade for the first time.
Most Recent Report Card or Transcript	Transferring students within County or new to County	Time of registration	N/A
Social Security Card	All Students	Time of Registration	Parents may decline to provide the number, but must provide a statement. A student identification number will be assigned.
Proof of Residence *	All Students	Time of Registration	N/A
I.E.P. ** or 504 plan	Students with disabilities or special conditions who are new to the county	Time of registration	N/A

* See list of acceptable proof of residence

**IEP or 504 plan is not required for registration. It is appropriate to request IEP or 504 plan if parent identifies student with disability or special condition.

Acceptable Proof of Residence

- Current utility bill (electric, gas or water)
- Current lease/rental agreement
- Current property tax notice
- Homeowner's insurance bill
- Mortgage statement
- Letter from shelter
- Documentation from a state or federal agency (Medicaid eligibility documents/ DFACS statement)
- Current paycheck stub

For circumstances in which proof of residence documents cannot be provided, refer to the information below.

Other Acceptable Documentation for Proof of Residence

A. **Documentation from a state agency** indicating that parent/legal guardian and child are living at the said address. (DFACS can provide such documentation/statement of benefits).

B. **If a parent/legal guardian states that he/she is living with a relative/friend:**

The registering parent/guardian must provide the following documentation:

- Relative/friend **must be present** at registration.
- **A notarized statement** signed by both parties stating that the parent/legal guardian and student are living with relative/friend; **and**
- **Proof of residence** from the relative/friend.

C. **If the student is living with someone else who is NOT a parent:**

- Person with whom the student resides must be present at the registration and provide a proof of residence.
- Ask for proof of legal guardianship
 - Must be a court document
 - Can also provide court documentation that shows a petition to obtain legal guardianship has been filed
 - A grandparents' power of attorney is sufficient for registration for grandparents who are keeping their grandchildren.
- If the documentation is provided, register the student.
- If the documentation is not provided, the student cannot register.
 - Direct the student and the person with whom he/she resides to the superior court to begin the process of securing legal guardianship.
 - When the student returns with documentation, he/she can be registered.

D. If a student says he/she is homeless (unaccompanied):

- Create a list and record the:
 - name of the student
 - contact information
- Complete the **Student Enrollment Questionnaire** (included in manual) and forward a copy to your school's data collections specialist, the school social worker, and the Student Services Department. *(This form is also available online in RCBOE site)*
- Refer the student to your school social worker or the RCSS Homeless Case Manager (Student Services Department)

E. If a family says they are homeless:

- Ask the parent/legal guardian if they have documentation that they are homeless (i.e. information from DFACS, Salvation Army, letter from school social worker, etc.)
- If they provide documentation, register the student. Refer to school social worker if they have not already made contact to be registered with the homeless case manager.
- If they cannot provide documentation, **register the student** and refer the parent to the homeless case manager or school social worker.

****In compliance with the McKinney-Vento Federal Act, please remember to handle all homeless situations with extreme sensitivity.***

DOCUMENTS REQUIRED AT REGISTRATION

Georgia Transfers

- Withdrawal papers from previous Georgia school
- Latest copy of student's report card
- Social Security Number (optional)
- Completed Eye, Ear, and Dental form
- Completed Immunization form
- Proof of residency
- IEP/ 504 Plan *(if applicable and available)*

Transferring from another Richmond County School

- Report card from previous school
- Withdrawal papers
- Proof of residency
- IEP or 504 Plan *(if applicable and available)*

Out of state transfers

- Withdrawal paper from other school
- Latest copy of student's report card
- Social Security Card (optional)
- Certified copy of birth certificate
- Immunization information transferred to Georgia form*
- Eye, Ear, and Dental form*
- IEP/504 *(if applicable and available)*
- Proof of residency

Pre-K and Kindergarten Students Enrolling for the First Time

- Certified copy of birth certificate *(photocopy and place in student's record)*
- Immunization information on Georgia form*
- Eye, Ear, and Dental form*
- Social Security Number (optional)

* The Eye, Ear, Dental and Immunization forms may be obtained from the Health Department-Downtown Augusta or Eisenhower Medical Center-Fort Gordon

REGISTRATION PACKETS

1. Registration form (available online)
2. Form requesting school records and materials
3. Health card (available online)
4. Home Language Survey (available online)
5. Parent Occupational Survey (students new to RCSS only)
6. Lunch application
7. Homework policy
8. Promotion/Retention policy
9. Code of Student Conduct and Discipline Handbook
10. Receipt of the Code of Student Conduct and Discipline Form
11. Photo and Video Release Form
12. School Handbook for Students and Parents
13. Waiver form for use of Social Security number (use as needed)
14. Student visitation/Dismissal Agreement
15. PTA information
16. School Insurance Information
17. Program of Study/Graduation Requirement (high school)
18. Transportation Information (bus route, car riders, walkers, etc.)
19. MOWR Information

Maintenance of Student Records

Federal and State Laws Regarding Access to Records

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special

letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Source: US Department of Education – Laws & Guidance
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

§ 20-2-720. Inspection of students' records by parents

No local school system, whether county, independent, or area, shall have a policy of denying, or which effectively prevents, the parents of students who are in attendance at or who have been enrolled in any facility within such system the right to inspect and review the education records of their child. A parent shall be entitled to inspect and review only information relating to his or her own child and if any material or document in a child's record includes information on another student, such information regarding any other student shall not be made available for inspection or review except to the parents of that student. Both parents of a child shall be entitled to inspect and review the education records of their child or to be provided information concerning their child's progress. Information concerning a child's education record shall not be withheld from the noncustodial parent unless a court order has specifically removed the right of the noncustodial parent to such information or unless parental rights have been terminated. For purposes of this Code section, "education records" shall include attendance reports and records.

Source: Georgia Department of Education Attendance Laws
https://www.gadoe.org/External-Affairs-and-Policy/Policy/Documents/student%20attendance_Georgia%20Attendance%20Laws.pdf

CREATING, MAINTAINING, REQUESTING AND RECEIVING CUMULATIVE RECORDS

The cumulative record of a student contains essential information. Inaccurate records can often be roadblocks to gainful employment, educational opportunities, living a fulfilling life. Therefore, it is critical that care and attention is given to the creation and upkeep of records.

A cumulative record must be on file for every student in the school.

- As soon as a new student enters your school from outside of Richmond County, a new record must be created for that student. ***Even if a student is enrolled for only one day, a record must be created.***
- Retain the record card from the student's previous school, but all information should be put onto a new Richmond County record card.
- New records should be created for all students entering grades 6 and 9.
- **If a student enters your school from another Richmond County School, request a record from the previous school immediately. Do not make a new record card.**

Creating New Records

NOTE: A new cumulative card is created **only if the student has not attended school before in Richmond County or is moving to the 6th or 9th grade.** If the student has attended school in Richmond County, request the cumulative record from the previous school or from Students Records and update it.

When creating new records, information in the categories listed below must be included. Information on the record must be **legally correct**. Do not use nicknames or allow a parent to dictate the name that is to be put on the record. Birth certificates and court custody documents should be sources of student's names, parents' names, and legal guardians' names.

Records coming to you from other counties/states, should be transferred to a Richmond County record as it is on the previous record.

Use labels whenever you can for demographic information, grades, etc.

Categories of Information to Complete on New Records

1. **PERSONAL INFORMATION** (Affix label or follow the directions below)
 - Labels can be generated from Infinite Campus (under RCSS Custom Reports – "demographic label" or an ad hoc report can be used to create labels)
 - *Student's Full Name* (last with suffix, first, middle initial) - - Place at the top of all four pages; name must match birth certificate
 - *GTID number* – place at the top of all four pages
 - *Date of Birth* – must be completed. Check birth certificate for correct date
 - *Place of birth* - Check birth certificate for correct place
 - *Father's Name*
 - *Mother's Name*

- *Legal Guardian* – if not the parent(s), indicate in parentheses the relationship of the guardian to the student.
- *Address*

2. **ENTRANCE AND WITHDRAWAL RECORD (Elementary & Middle School)**

- Current Address (Elementary & Middle School)
 - If the student moved from the previous address and is still in your zone, place the new address in the next space under the previous address.
- Date student entered your school
- Name of present school
- Date of withdrawal from your school
- Reason for withdrawal (Elementary & Middle)
 - the word “MOVED” should be placed in this space and the name of the receiving school should complete this section with the name of the new school.
 - NOTE: If the student returns to your school, re-enter him/her in the next available space with the new address and re-entry date.

3. **SCHOLASTIC RECORD**

- Elementary Cards – ensure that teachers record end-of-year grades in black ink on the cumulative card. Grades, attendance and promotion/retention information must be included on the card.
- Middle School Cards – affix grade labels (printed by Data Collections Specialist at the end of the year)
- High School Cards – an end-of-the-year transcript must be included in the record
- Make sure the previous school year’s information is completed
- If the student is 6th grade or 9th grade, a **new** cumulative record card must be completed. If the student is 7th, 8th, 10th -12th, use the next available space on the record card to update information.

4. **ASSESSMENT/TEST DATA**

All student test score labels (if provided) should be affixed to the card in the appropriate place. Individual student score reports should be included in the folder. Do not send records to the next grade level, or to a school without test scores. Examples of tests data:

- | | |
|---------|--------|
| • GKIDS | • PSAT |
| • CoGAT | • SAT |
| • EOG* | • ACT |
| • EOC* | |

5. **HOME LANGUAGE SURVEY LABEL:** Affix to card in the appropriate space

6. **READING INFORMATION** (Elementary)

Ensure that teachers complete the information for student’s current grade level (see instructions included in manual)

MAINTAINING STUDENT RECORDS

It is the responsibility of school personnel to ensure that student records are properly maintained. This includes:

- ensuring that grades and assessment information is updated on the cumulative record card annually,
- ensuring that only necessary documents are kept in the permanent record card,
- making sure that student records are not altered,
- storing records properly each day, and
- utilizing measures to ensure that records are kept confidential and only viewed on a need-to-know basis.

All records maintained on a student must be accessible to the parents. The only exception is the maintenance of a personal journal by a school official which cannot be shared with other individuals without parent knowledge/permission.

The table below indicates all items that should/should not be included in the permanent record.

Maintenance of Cumulative Folder

ITEMS INCLUDED IN THE CUMULATIVE FOLDER	ITEMS <u>NOT</u> INCLUDED IN THE CUMULATIVE FOLDER
Cumulative Record Card	Registration forms
Birth Certificate	Notes from meetings
Eye, Ear, and Dental Certificate	Proof of Residency
Certificate of Immunization	Pictures of Students
IEP Plans, 504 plans, and/or RTI Forms*	Disciplinary Information
Psychological Evaluations Reports (if applicable)	Samples of Students' Work
Standardized Test Score Reports (Labels)	SLOs Test Scores
Home Language Survey	Social Work Referrals
Transcripts/Report Cards from Previous Schools	DFACS Referrals
Legal Documents (custody, name change, etc.)	Withdrawal Reports
Consent and Release of Information Form to Review or Receive a Copy of Student's Record	

*

Only RTI Forms to be Included:

- *Summary of Meeting*
- *Problem Identification Form*
- *Student Data Sheet*
- *Pre-Referral/Tier 1 Interventions*
- *Tier 2 Intervention Results*
- *Tier 3 Intervention Results*

END-OF-YEAR RECORDS MAINTENANCE

Elementary Permanent Records Back Sheet

- i-Ready Class Norms Report
 - Define "On Level": Standard View: Performing at early, mid, or late in their current grade level
 - Show: Spring Test

1. Choose a Report

Diagnostic
Class Profile
Class Norms
Growth Monitoring
Instructional Grouping Profile
Instruction
Instructional Usage
Class Response to Instruction

2. Choose Report Criteria

Academic year:	Current (2015-2016) ▼
Select Students by:	<input checked="" type="radio"/> Class <input type="radio"/> Instructional Group <input type="radio"/> Teacher
School:	A BRIAN MERRY ELEM SCHOOL ▼
Class:	Language Arts/Grade 1 Sec 1 195070 Period 2-9 Miller Joanna C (Reading) ▼
Define "On Level":	<input checked="" type="radio"/> Standard View: Performing at early, mid or late in their current grade level ▼
Show:	Spring Test ▼

Create Report

- Record the Lexile Level of each students scoring on grade level (green) in the Benchmark Column
- Record the Lexile Level of each student scoring 1 grade level below (yellow) in the Strategic Column
- Record the Lexile Level of each student scoring 2 or more grade levels below (red) in the Intensive Column

Students in third, fourth or fifth grade may have a permanent record asking for the publisher, date, end of year, satisfactory, or unsatisfactory. Please complete the record by:

- Recording Benchmark Literacy as the publisher
- Recording the date you complete the record
- Recording the level the student achieved in i-Ready (Benchmark, Strategic, or Intensive) in the end of year category
- Recording the Lexile level in satisfactory if the student scored Benchmark in i-Ready
- Recording the Lexile in the unsatisfactory if a student scored Strategic or Intensive on i-Ready

Reading and Math Folders

Richmond County School System Math & ELA Curriculum Folder has been discontinued for the 2015-2016 school term.

Reading Materials

Reading Street Materials listed below should have been discarded at the end of last year. However, some of these materials still remain in classrooms. Please make sure you do not have any of the following materials below:

- **Reading Street Teacher Editions and Teacher Resources**
- **Reading Street Teacher and Student Workbooks**
- Voyager Teacher Editions and teacher resource books

Schools may keep Reading Street student books, decodable readers, big books, and leveled readers.

HIGH SCHOOL RECORDS AND CLOSING OUT SENIOR RECORDS

Remember, inaccurate and incomplete school records can *significantly* limit a student's quality of life and future opportunities.

PROCEDURES FOR UPDATING HIGH SCHOOL RECORDS

1. **At the end of each school year**, rather than affixing grade labels, print out a copy of the student's transcript and place the transcript in the student's cumulative record.
 - a. For students who attend Summer School, another transcript must be printed at the beginning of the school year that includes the summer school grades.
 - b. Attendance will be included on the transcript.
2. **At the end of a student's senior year, all elementary, middle and high school cumulative record cards must be merged.**
 - a. The contents of the records (birth certificates, immunization, etc.) can be stored at the school according to the Records Schedule (7 years) or returned to the student at Graduation.
 - b. A record for every graduating senior must be prepared and delivered to Student Services. Counselors will turn in the following to Student Records:
 - i. Elementary Card
 - ii. Middle Card
 - iii. High School Card
 - iv. List of graduates (*see the Excel sample*)
 1. identify Honor Graduates
 2. indicate whether Elementary, Middle & High Cards are included
3. Print **a final transcript** for each graduate on watermarked cardstock, which will be archived in Student Records. (This transcript includes all of the graduation facts, enrollment history, etc. previously written on cumulative cards)
4. Withdrawals and Graduate records will continue to be kept at the school for 1 year and then turned into Student Records.

It is particularly important that 12th grade transcripts are reviewed to make sure that they are correct (final grades, credits, etc.) Students who did not graduate should not have anything in the diploma type or diploma date section of the transcript. Graduates must have both fields completed.

REQUESTING AND RECEIVING RECORDS FOR STUDENTS WHO TRANSFER TO YOUR SCHOOL

A student record must be updated or created for all students, even if they are only enrolled in your school for one day. Therefore, it is important to request the record for students transferring into your school immediately, preferably at the point of registration.

Requesting Records from Previous School:

A records request form must be completed to receive records from the student's previous school.

- Have the parent to sign the form at the point of registration.
- Send a copy of the form to the student's previous school.
- Receiving school must honor the request **within 10 days**.*

Receiving Records of Student Transfers from Richmond County Schools

When the cumulative record is requested and received for a student coming from a Richmond County School, update the existing student record:

- Place the current address and entry date on the record card from the previous school
- Check the record to be sure the student has been placed in the correct grade
- Check the record for information that needs to go to the Data Clerk (grades, attendance)

Receiving Records of Student Transfers from Outside of Richmond County

When the cumulative record is requested and received for a student coming from outside Richmond County, a new cumulative record should be completed with the current address and entry date place on the new card. Transferred grade must also be entered. (Check with the appropriate counselor before transferring grades on the permanent record card)

Transcripts for students transferring in from outside of Richmond County must be transcribed in a timely fashion and input into Infinite Campus.

NOTE: A new cumulative card is created only if the student has not attended school before in Richmond County. If the student has attended school in Richmond County, request the cumulative record from the previous school or from Students Records and update it. When it is recognized that multiple records exist, the information must be merged onto a single card.

*** The State Board of Education and Georgia law (OCG 20-2-670) mandates that schools mail or otherwise deliver all requested student records to the requesting school or school system within 10 calendar days.**

***Withdrawals
and Transfer of
Student
Records***

State Board of Education Rules Regarding Withdrawal of Students

A parent, guardian, grandparent, or other person having control or charge of a child has the authority to withdraw a child from school in compliance with O.C.G.A. § 20-2-780. All Georgia local education agencies (LEAs) are required to document reasons for all student withdrawals from Georgia public schools by the State Board of Education Rule 160-5-1-.07 STUDENT DATA COLLECTION, this rule, and all associated guidelines and resources. LEAs that do not comply with this requirement will be reported to the State Board of Education and the Georgia Department of Education shall request the Governor's Office of Student Achievement (GOSA) to conduct an in-depth audit of the LEAs student records documentation, procedures, and processes. LEAs found non-compliant as the result of an audit by the GOSA shall forfeit the ability to appeal an Adequate Yearly Progress (AYP) determination. The chart shown on the following page contains the codes, as defined in the state data collection documentation that must be assigned to clearly show the reason for the withdrawal of any student from a Georgia public school. Following the chart, individual withdrawal situations are addressed in full detail.

CODE	DESCRIPTION	CODE	DESCRIPTION
*B	Marriage	*P	Pregnant/Parent
C	Court or Legal	*R	Removed for Lack of Attendance
D	Death	*S	Serious Illness/Accident
*E	Expelled	T	Transferred to another school in another system or to the Juvenile Justice system
*F	Financial Hardship/Job	*U	Unknown
G	High School Graduation	X	Transferred out of state
H	Attend Home Study	Y	SB10 Transfer to State School
*I	Incarcerated/Criminal Justice Authority	Z	SB10 Transfer to Private School
J	Transferred out of country	1	SB10 Transfer to Public School
K	Transferred to private school	2	School Choice Transfer (Title I School Choice)
*L	Low Grades/School Failure	3	USCO
*M	Military	4	Transferred Under the Jurisdiction of DJJ
*O	Adult Education/Post Secondary	5	Not subject to compulsory school attendance

***Records with these withdrawal codes will be included in dropout statistics.**

WITHDRAWAL PROCEDURES

According to the Georgia Department of Education, “ a student shall be withdrawn only through written permission of a parent, guardian, grandparent or other person after a school-based conference is held with the principal(or principal’s designee). Parent/Guardian signature required for all students under 16. (It is recommended to secure signatures for all students who withdraw)

When a parent/guardian or student comes to withdraw,:

- **A RCSS Withdrawal Form must be completed**, even if the Withdrawal Form in Infinite Campus is used to assist in completing the withdrawal process
 - Be sure to communicate with the Data Collections Specialist to ensure that the withdrawal is coded correctly. (For more specific information on the Withdrawal codes, see ["Guidance for Student Enrollment and Withdrawal Rule"](#) found at the GADOE site)
 - An un-emancipated minor older than the age of mandatory attendance who swishes to withdraw from school and has not completed all requirements for a high school diploma must have the written permission of his or her parent, legal guardian, grandparent or other person. A conference must also be held within two days of receiving the intent to withdraw.
- **Update the Student Cumulative Record Card & Infinite Campus Record**
 - Place the withdrawal date and reason under “date left”
 - Ensure that all information, including grades are updated before sending records
 - Students must be coded “U” in Infinite Campus unless proof of enrollment is received.
 - **Secure the record until it is requested and send promptly (10 days maximum)**
 - **Scan the record request form into Infinite Campus.** You may also keep a file of the record request forms, but all requests should be scanned into IC (*see instructions for scanning withdrawal information into IC*).
 - If a record is not requested, it should be filed with inactive records in your school until it is time to be submitted to the Student Records Department for archival.
 - **Records cannot legally be withheld for outstanding student fines. (*Due diligence should be made to recoup the fines, however.*)**

SENDING CUMULATIVE RECORDS

Student records should not be transferred without receiving a written request. The request documentation should be kept on file.

General guidelines:

- **NEVER** send out an incomplete record.
- Large numbers of records should be delivered (not sent through pony)

- Students whose records are **not** requested should be retained at the students' previous school. Do not automatically forward to the middle or high school.
- Do not transfer a record out of the county/state at the end of the year without grades and test scores on the record.
- Scholastic Record must be complete
 - **If a student leaves before the end of the year, record all grades and attendance in pencil. This will allow the teacher at the new school to make any grade/attendance changes at the end of the school year (in system)**
 - Ensure a Home Language Survey is attached in the area indicated on the record.
 - Testing labels should be affixed before sending records
- End-of-the- Year
 - Year-end report card information should be recorded in ink on the cumulative record (elementary) or with a label (middle school).
 - Include a verified transcript (high school)
 - The year should be recorded with a slash to indicate both calendar years (2012/2013 or 2013/2014, etc.)
 - Enter the student's grade (K, 1, 2, 3, etc.)
 - Days absent/present/off roll, times tardy and total number of school days
 - Year-end averages based on each nine week period. Grades should be entered numerically for grades 1-12
 - Entered promoted or retained on each record at the end of the year
- Never send original records to out-of-county schools. Make copies.
- **Subpoenas for Records**

In the event that a subpoena is received for student records:

 - DO NOT IGNORE THE SUBPOENA OR DELAY RESPONSE
 - Notify the building-level administrator
 - The Building – level administrator will notify Central Office personnel or the Board Attorney
 - DO NOT RESPOND TO SUBPOENAS WITHOUT GUIDANCE FROM THE CENTRAL OFFICE
 - Send only the requested information (i.e. if attendance is requested, only send attendance, not the grades, addresses, copy of parent's driver's license, etc.)

Intra-system Transfer (Within RCSS)

- Update Record
 - Check record to be sure all grades are posted and necessary information is entered on the record. If grades are not posted, check with appropriate personnel (teacher, counselor) to ensure that grades are correctly placed on record.
 - Enter withdrawal information (date, reason)
- Send promptly

- Use the duplicate **Records Transfer Form** to list the names of students and inventory what is being sent
- Receiving school should verify receipt and return a copy of the Records Transfer Form to the sending school

Out of County

- Update Record
 - Check record to be sure all grades are posted and necessary information is entered on the record. If grades are not posted, check with appropriate personnel (teacher, counselor) to ensure that grades are correctly placed on record.
 - Enter withdrawal information (date, reason)
- **Mail** photo-static copy to requesting school
- File completed cumulative record card (by year) in the “inactive” file until requested by Richmond County Student Records.

*** The State Board of Education and Georgia law (OCG 20-2-670) mandates that schools mail or otherwise deliver all requested student records to the requesting school or school system within 10 calendar days.**

1(0)0.5-1.14 TRANSFER OF STUDENT RECORDS.

(1) DEFINITION.

(a) **Student records** - information about students recorded or collected in any format by local school systems or individual schools that may include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions, and/or academic progress.

(2) REQUIREMENTS.

(a) After receiving a written request for student records from a public or private school, including schools operated by the Department of Juvenile Justice, the local school system or school from which the records are requested shall mail or otherwise deliver within a period of no more than 10 calendar days a copy of all requested student records to the school system or school to which a student has transferred. Additional requirements for transfer of records of students in special education programs are specified in Rules 160-4-7 Special Education.

I. Schools and school systems shall not withhold any student record because of nonpayment of fees.

(h) Schools or school systems receiving the transferred record shall notify the parent(s)/guardian(s) of students in grades seven through 12 that the record has been received.

(c) Each school system or school from which the records are requested shall maintain copies of all student records for the minimum period of time required by the *Common Records Retention Schedules for School Systems* or the local board of education records retention plan.

Authority O.C.G.A. § 20-2-240; 20-2-670; 49-4A-12; 50-18-90; 50-18-95.

Adopted: June 10, 1999

Effective: July 6, 1999

Storing Records & General Information

General Records Information, Storing Records & Inactive Records

Given the importance of student records, precautions must be taken to ensure their safe keeping and maintenance of student confidentiality.

In your school:

- Records should always be kept in the vault.
- Records **must** be kept in a fireproof file cabinet.
- When storing inactive records in the basement, ensure that boxes are sturdy and stored 3 to 6 feet above the floor. Consider and plan for unexpected events that may potentially damage records. Suggested boxes for storage are R-Kive 724 (*schools must order.*)
- Teachers should only have access to student records of the students who are in their charge.
- Records should be signed out and back in during the school day. (utilize a sign-in/sign-out sheet)
- Do not allow teachers to keep student records in their classrooms overnight.
- Encourage teachers to check records for the students in their classrooms. Important information may be overlooked if not checked, i.e., adoption information, custody papers, psychological reports, Special Education information, IEPs, etc.
- Use a process to facilitate the review of records for the Child Find requirements that ensures that records are returned to their proper place and with all contents intact.

Other General Information about Student Records

- Do not place the following items in a permanent record:
 - Proof of residency
 - Applications for Magnet Schools
 - Report cards
 - Disciplinary information
 - Samples of students' work
 - PAR test scores
 - RTI paperwork
- Do not staple anything to the card
- The record should always be recorded in **black permanent ink**. Any information subject to change, may be recorded in pencil.
- Do not use white out, ever. Always draw a line through a mistake, initial it, and go to the next line.
- Use labels whenever you can for demographic information, grades, etc

Record Retention Schedule

The state of Georgia has guidelines for records retention. Listed below is a summary of the guidelines that relate specifically to student records. A complete listing of the retention schedule can be found at :

http://www.georgiaarchives.org/records/local_government/schedules/51

Record/Document	Length of Retention
Declarations of Intent to Home School	5 years
Enrollment Records of Student Who Did Not Attend	1 year
Grade Reports	1 year after distribution
School Psychologist/Psychometrics Files (Records, such as evaluations, created by the school system psychologist or psychometrist)	5 years
Standardized Test Results (records documenting the administration and results of test scores)	4 years
Standardized Test Summary Reports (records documenting the state required standardized student test summaries showing overall school or system results)	10 years
Student Discipline & Suspension Records	7 years or until age 22, whichever is shorter
Student Records (district created)	permanent
Student Records (personal & non-district created) -- records required or presented to the school district while the student is enrolled and those not created by the school district; including birth certification, immunizations, medical, legal and optional testing (ACT,SAT,etc.) records	Give to student/parent at graduation
Student Records -- Special Education	Retain until age 22 and notification of parents

Inactive Records

Inactive Records are records for students who have withdrawn and gone to an out-of-county school or have been no-shows. There are specific processes for storing and sending inactive records to the Student Records Department. All schools will be reminded by the Student Records Office when inactive and graduate records are due.

Elementary & Middle School Inactive Records

Each year, turn in inactive records to the Student Records Office at the Board of Education.

- Elementary & Middle School inactive records (white cumulative cards) are submitted by December (before holiday break) of each year.
- Inactive records from **three school years ago** (and earlier) should be turned into Student Records
 - This includes students who did not enroll in a Richmond County School
 - With the records, include an alphabetized, typed list of the students. (**use attached form**)
 - Indicate whether you are sending elementary, middle or both cards.
- Inactive records are kept at the current school for 3 years and then sent to Student Records.

Procedure for Maintaining Inactive Records – Elementary & Middle Schools

If a student withdraws during the current school year to go out of county or if he/she is a no show for this year:

- retain the records at your school.
- If an **out-of-county/private** school requests records, send them a *copy* of the card; do not send the original cumulative card
- After **3** years, send the white, cumulative card to Student Records.
 - Include an alphabetized, typed list indicating the names of the students whose records are being sent
 - Only the white cumulative card comes to Student Records. All other contents should be kept in a folder and stored at the school (basement) for 7 years.

High School Inactive Records

Each year, turn in inactive records to the Student Records Office.

- High School inactive records are submitted by May (before leaving for Summer Break) of each year.

- Inactive records are kept at the school for **1 year** after withdrawal. Then the records are sent to Student Records.
 - This includes students who did not enroll in a Richmond County School by August 1 of the previous school year and earlier
 - With the records include an alphabetized, typed list of the students. (**use the attached form**)
 - Indicate if there is a high school, elementary and middle school cumulative card.

Procedure for Maintaining Inactive Records – High Schools

If a student withdraws during the current school year to go out of county or if he/she is a no show for this year:

- Retain the records at your school.
- If an **out-of-county/private** school requests records, send them a *copy* of the card; do not send the original cumulative card
- After **1 year**, send the white, cumulative card to Student Records.
 - Include an alphabetized, typed list indicating the names of the students whose records are being sent
 - Only the white cumulative card comes to Student Records. All other contents should be kept in a folder and stored at the school (basement) for 7 years.
- At your schools, you should have inactive records for previous school year only.

Procedures for Permanent Records Transport for Closing Schools

Due to the sensitive and important nature of student records, they must be secured very carefully during the school transition. Please follow the procedures below for packing and storing permanent records. **PERMANENT RECORDS WILL BE STORED DOWNTOWN IN THE STUDENT SERVICES DEPARTMENT UNTIL THE NEW SCHOOL YEAR BEGINS. DO NOT SEND RECORDS TO THE WAREHOUSE WITH OTHER MATERIALS.**

1. Ensure that all records are updated with End-of-Year information from the current school year.
 2. Store records in Banker Boxes/ File Boxes (Contact Student Services if you need some).
 - a. Group the records alphabetically by grade level.
 - b. In the front of each grade level, provide an alphabetized list of all of the records located in the box. **Please DO NOT include the student's name on the list unless there is a permanent record in the box.**
 - c. Tape down the lid of the box securely.
 - d. Clearly label the outside of the box with your school name and signs that read:
"Confidential Student Records – Deliver to Student Services"
 - e. Number the boxes. Label them "Box _____ of _____"
 3. Label the fire-proof file cabinet with your school name.
 4. Contact the Maintenance Department to schedule a pick-up of the permanent record boxes and the file cabinets.
 5. Deliver the key for the cabinet and a copy of the lists to the Student Services Department.
- **Student records will be placed in the fire-proof file cabinets after they arrive in Student Services. Please be sure to send EMPTY file cabinets.**
 - **Student records will be dispersed in the Fall according to where students are enrolled.**

Appendix

Contents

- Richmond County School System Policy – Student Records – p. 37
- Student Enrollment Questionnaire/ School Referral Form – p. 42
- Georgia Power of Attorney for the Care of a Miinor Child – for Grandparents – p. 43
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- Records Request Form – p. 53
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- Form for Sending Graduate or Inactive Records to Student Records – p. 57
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Richmond County School System Policy JR: Student Records

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Board has developed and adopted student privacy policies in consultation with parents in accordance with federal law. Additionally, parents will be directly notified of these policies at least annually via the Student/Parent Handbook issued to students at the beginning of the school year or at the student's time of enrollment.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the Family Educational Rights and Privacy Act and the Pupil Protection Rights Amendment, either by letter or through a student handbook distributed to each student in the school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), professional educators with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records.

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

- (a) Student's name, address and telephone listing;
- (b) Student's date and place of birth;
- (c) Student's major field of study;
- (d) Student's participation in official recognized activities and sports;
- (e) Weight and height of members of athletic teams;
- (f) Dates of attendance;
- (g) Degrees and awards received; and
- (h) Most recent previous educational institution attended by the student.

Student records shall be provided to schools within or outside the school district upon request of the school where a student is enrolling in accordance with Georgia Board of Education Rule 160-5-1-.14, Transfer of Student Records.

Procedures For Obtaining Access to Student Records

Any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child.

Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs.

With the exception of directory information as defined above, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except where authorized by federal law. These circumstances include, but are not limited to:

1. Disclosures will be made to school administrators, teachers or other professionals employed or associated by the school system who have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled upon request of the institution.
3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.
4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. Unless otherwise required by a judicial order or federal grand jury subpoena, a reasonable effort will be made to notify parents or students in advance of such disclosures.
6. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction.
7. Disclosures will be made to accrediting institutions to carry out their accrediting function.
8. Disclosures will be made in connection with a health or safety emergency.
9. Disclosures will be made to the Attorney General of the United States or to his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 18 U.S.C. 2332(b)(5)(B) and 2331.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with regulations governing the Act.

A parent or eligible student who believes his record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA:

"Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Personal Information" - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

Requirements:

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-

emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

Richmond County Schools

Adopted Date: 9/11/2008

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Note: *The State of Georgia has moved the Georgia Code. This new environment no longer allows us to link directly to the Georgia Code. For example [enter 20-02-0211 in the search window](#) and the Georgia Code will appear.*

State Reference

Description

O.C.G.A 10-12-0012	Retention of electronic records
O.C.G.A 19-07-0005	Reporting child abuse
O.C.G.A 20-02-0133	Free public instruction; exceptions; eligibility; transfer and utilization; funding
O.C.G.A 20-02-0150	Eligibility for enrollment
O.C.G.A 20-02-0160	Determination of enrollment; determination of funding
O.C.G.A 20-02-0320	Information Steering Committee; identification of data to implement QBE Program; state-wide information network
O.C.G.A 20-02-0667	Parental and student review of education record; model policies
O.C.G.A 20-02-0670	Reqts. for transferring students beyond 6th grade
O.C.G.A 20-02-0690	Requirements for private schools and home study programs
O.C.G.A 20-02-0697	Cooperation of principals and teachers with attendance officers and visiting teachers
O.C.G.A 20-02-0720	Inspection of student's records by parents
O.C.G.A 20-02-0757	Applicability of public inspection and open meeting laws
O.C.G.A 20-02-1013	Free textbook system; care and protection of textbooks and materials
O.C.G.A 20-17-0002	Interstate Compact on Educational Opportunity for Military Children
O.C.G.A 24-09-0047	Disclosure of AIDS confidential information
O.C.G.A 31-22-0009.1	HIV tests - Who may perform test
O.C.G.A 40-05-0022	Requirements for licensure; school attendance requirements
O.C.G.A 49-05-0040	Child Abuse and Deprivation Records; definitions, confidentiality of records
O.C.G.A 50-18-0070	Legislative intent; definitions
O.C.G.A 50-18-0071	Right of access; timing; fees; denial of requests; impact of electronic records

O.C.G.A 50-18-0072	<u>When public disclosure is not required</u>
O.C.G.A 50-18-0073	<u>Jurisdiction to enforce article; attorney's fees and litigation expenses; good faith reliance</u>
O.C.G.A 50-18-0074	<u>Penalty for violations of Open Records Act; prosecution proceedings</u>
O.C.G.A 50-18-0099	<u>Records management programs for local governments</u>
Rule 160-1-3-.03	<u>Infectious Diseases</u>
Rule 160-1-3-.05	<u>Assessment of Costs</u>
Rule 160-4-2-.34	<u>Dual Enrollment - Move On When Ready</u>
Rule 160-4-7-.09	<u>Procedural Safeguards/Parent Rights</u>
Rule 160-4-7-.19	<u>Services for Agency-Placed Students</u>
Rule 160-5-1-.07	<u>Student Data Collection</u>
Rule 160-5-1-.14	<u>Transfer of Student Records</u>
Federal Reference	Description
15 USC 6501	<u>Children's Online Privacy Protection Act - Definitions</u>
15 USC 6502	<u>Children's Online Privacy Protection Act - Collection and use of personal information from and about children on the Internet</u>
15 USC 6503	<u>Children's Online Privacy Protection Act - Safe harbors</u>
20 USC 1232g	<u>Family Educational Rights and Privacy Act of 1974 (FERPA)</u>
20 USC 1232h	<u>Protection of Pupil Rights Amendment (PPRA)</u>
20 USC 1412(a)(8)	<u>Confidentiality of IDEA Records</u>
34 CFR 300.618	<u>Amendment of records at parent's request</u>
34 CFR 300.624	<u>Destruction of IDEA information.</u>
34 CFR 99.21	<u>FERPA - Amending education records; right to a hearing</u>
34 CFR 99.7	<u>Contents of annual FERPA notice to parents and eligible students</u>

**STUDENT ENROLLMENT QUESTIONNAIRE
SCHOOL REFERRAL FORM**

NOTE: The following document is provided to allow pertinent information to be gathered. It is NOT to be used to deny enrollment to the student.

School _____ Date _____ Name _____
of Student _____ Grade _____ Current _____
Address _____ Telephone _____ Last _____
Permanent Address _____
Parent/Guardian/Adult Registering Child _____
Relationship to Student _____
Other Contact (s) _____

Are the following enrollment documents available?

Yes No Verification of Residency
 Yes No Birth Certificate
 Yes No Social Security Card
 Yes No Verification of Guardianship
 Yes No Georgia Immunization Certificate
 Yes No Georgia Eye, Ear & Dental Certificate
 Yes No Report Card

Please check any that apply:

Do not have permanent address and/or permanent housing
 Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason
 Live in motel, hotel, trailer park, or camping ground due to the lack of alternative adequate accommodations
 Live in emergency or transitional shelter
 Are abandoned in hospital
 Are awaiting foster care placement.
 Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
 Migratory children who qualify as homeless because they are living in circumstances set forth above.

School personnel completing referral form:

Name: _____ Title: _____
Date: _____

Please return completed form to:
Richmond County Board of Education
School Social Work Services
864 Broad Street, First Floor
Augusta, GA 30901
Telephone 706-826-1139/Fax 706-826-4625

For Office Use Only 1 – Shelter 2 – Doubled Up 3 – Unsheltered 4 – Hotels/Motels
--

KINSHIP CAREGIVER'S AFFIDAVIT

Use of this affidavit is authorized by O.C.G.A. Section 20-1-16.

INSTRUCTIONS: Please print clearly.

I hereby certify that the child named below lives in my home and I am 18 years of age or older.

1. Name of child: _____

2. Child's date of birth: _____

3. My full name (kinship caregiver giving authorization): _____

4. My home address: _____

5. I am a kinship caregiver.

6. I have assumed kinship caregiver status because of one or more of the following circumstances (check at least one):

- A parent being unable to provide care due to the death of the other parent.
- A serious illness or terminal illness of a parent.
- The physical or mental condition of the parent or the child such that proper care and supervision of the child cannot be provided by the parent.
- The incarceration of a parent.
- The loss or uninhabitability of the child's home as the result of a natural disaster.
- A period of active military duty of a parent exceeding 24 months; or
- I am unable to locate a parent or parents at this time to notify them of my intended authorization because (list reasons): _____

7. Name of parent(s) or legal custodian(s): _____

8. Address of parent(s) or legal custodian(s): _____

9. Phone numbers and email addresses of parent(s) or legal custodian(s): _____

10. Kinship caregiver's date of birth: _____

11. Kinship caregiver's State of Georgia driver's license number or identification card number: _____

WARNING: DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ABOVE ARE INCORRECT OR YOU WILL BE COMMITTING A CRIME PUNISHABLE BY A FINE, IMPRISONMENT, OR BOTH.

I recognize that if I knowingly and willfully make a false statement in this statement of facts, I will be guilty of the crime of false swearing.

(Kinship caregiver's signature)

(Kinship caregiver's printed name)

Sworn to and subscribed

before me this _____

day of _____, _____

511-2-2-.07 Religious Objections to Required Immunizations

(1) Except as provided in subsection (2) below, a child shall be exempt from the required immunizations if the parent or legal guardian has filed with the school or childcare facility a completed affidavit on DPH Form 2208.

(2) When the Department or a County Board of Health determines that an epidemic or the threat of an epidemic exists, the Department or Board shall immediately notify the governing authorities of all schools and childcare facilities within the affected area. Under those circumstances, the Department or Board may require immunization for those who object on the grounds of religious beliefs, and may prohibit attendance at schools or childcare facilities within the area by unimmunized children.

(3) Persons who wish to register a religious objection to the vaccination of their child shall do so using the following DPH Form 2208:

AFFIDAVIT OF RELIGIOUS OBJECTION TO IMMUNIZATION

_____ [Name of parent or legal guardian]
personally appeared before the undersigned notary public and swore or affirmed as follows:

1. I am the parent or legal guardian of _____ [name of minor child].
2. I understand that the Georgia Department of Public Health requires children to obtain the following vaccinations before being admitted to a childcare facility or school: diphtheria; haemophilus influenzae type B (not required on or after the fifth birthday); hepatitis A; hepatitis B; measles; meningitis; mumps; pertussis (whooping cough); pneumococcal (not required on or after the fifth birthday); poliomyelitis; rubella (German measles); tetanus; and varicella (chickenpox).
3. I understand that the Georgia Department of Public Health has determined that these vaccinations are necessary to prevent the spread of dangerous diseases among the children and people of this State; that the required vaccinations are safe; that a child who does not receive these vaccinations is at risk of contracting those diseases; and that a child who does not receive those vaccinations is at risk of spreading those diseases to me, to other children in the childcare facility or school, and to other persons.
4. I sincerely affirm that vaccination is contrary to my religious beliefs, and that my objections to vaccination are not based solely on grounds of personal philosophy or inconvenience.
5. I understand that, notwithstanding my religious objections, my child may be excluded from childcare facilities or schools during an epidemic or threatened epidemic of any disease preventable by a vaccination required by the Georgia Department of Public Health, and that my child may be required to receive a vaccination in the event that such a disease is in epidemic stages.

This ___ day of _____, _____.

Parent or Legal Guardian

Sworn and subscribed before me this ___ day of _____, _____.

Notary Public

My commission expires _____.

Authority: O.C.G.A. Secs. 31-2A-6, 20-2-771, 31-12-3, 49-5-12. History: Original Rule entitled "Epidemics" adopted. F. Sep. 20, 2013; eff. Oct. 10, 2013. Repealed: New Rule entitled "Religious Objections to Required Immunizations" adopted. F. Apr. 15, 2014; eff. May 5, 2014. Amended: F. May 27, 2015; eff. June 16, 2015

Source:

<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Georgia-Religious-Exemption-Form.pdf> .

Georgia Department of Education

Home Language Survey

Dear Parent or Guardian:

Dear Parent or Guardian:

In order to provide your child with the best possible education, we need to determine how well he or she speaks and understands English. This survey assists school personnel in deciding whether your child may be a candidate for additional English language support. Final qualification for language support is based on the results of an English language assessment.

Thank You

Student Name: _____

1. Which language does your child most frequently speak at home? _____
2. Which language do adults in your home most frequently use when speaking with your child? _____
3. Which language(s) does your child currently understand or speak? _____
4. If possible, would you prefer notice of school activities in a language **other** than English? Yes No

If yes, which language? _____

Signature of Parent/Guardian/Other

Date



Ronald Woods, Georgia's School Superintendent
"Educating Georgia's Future"

School District: _____

Date Completed: _____

Parent Occupational Survey

Please complete this form to determine if your child(ren) qualify to receive additional services under
 Title I, Part C

Has your family lived in the city/county of residence for the last three (3) years? Yes No

If so, what is the date your family moved in the city/town you reside? _____

Has anyone in your immediate family been involved in one of the following occupations, either full or part-time, in the last three (3) years? (Check all that apply)

- 1) Agriculture: plant/animal products or related items such as tomatoes, squash, etc., or horticulture, nurseries, etc.
- 2) Planting, growing, or processing of crops such as pine straw
- 3) Processing, packing, or marketing of agricultural products
- 4) Drying of agricultural products
- 5) Meat processing/Seafood
- 6) Fishing or fish farming
- 7) Other (Please specify occupation): _____

Name of Student(s)	Name of Student(s)
_____	_____
_____	_____
_____	_____
_____	_____

Name of Parent(s) or Guardian(s) _____

Current Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Thank You!

Please return this form to the school

1700

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 CMOOE Rt)QD2 MIP. 221 NS Vtit. Lc:floll. GA316)7
 Toll ffff (S66)j0B181 fu(129) 6-1nl



Richard Woods, Georgia's School Superintendent
 "Educating Georgia's Future"

Student District: _____ District Code: _____

Encuesta Ocupacional para Padres
 Por favor llene este formulario para determinar si sus hijos califican para recibir servicios a través del Programa de Título I, Parte C

¿Usted se ha mudado o trabajado en otro ciudad, condado, o estado, en los últimos tres (3) años? Sí No

Si su respuesta es "Sí", ¿en qué fecha llegaron a la ciudad/pueblo donde viven actualmente? _____

¿Algún miembro de su familia trabaja en la agricultura, la ganadería, o tiene la intención de trabajar en una de las siguientes actividades en forma permanente o temporal en los últimos tres años? (Marque los que apliquen)

- 1) Agricultura: plantando/cosechando los vegetales o frutas como tomates, calabazas, uvas, cebollas, fresas, etc.
- 2) Plantando o cosechando los árboles/juntando agaves de piña (pine straw)
- 3) Procesado/empacado de productos agrícolas
- 4) Lechería o ganadería
- 5) Empacadoras o procesadoras de carne/pollo mariscos
- 6) Pescando o criando pescado
- 7) Otra actividad. Por favor especifique en cuál: _____

Número de los estudiantes	Número de la Escuela
_____	_____
_____	_____
_____	_____
_____	_____

Número de los padres o guardianes legales: _____

Dirección donde vive: _____

Ciudad: _____ Estado: _____ Código Postal: _____ Teléfono: _____

¡Muchas Gracias!
 Por favor repese este formulario a la escuela

As the title of the form is in Spanish, please file original in Spanish. If you are unable to do so, please file in English. If you are unable to do so, please file in English. If you are unable to do so, please file in English.

GADOE Region 1 MEP, P.O. Box 780, 201 West Lee Sum Brookline, OA 30415
 Toll Free (800) 621-2111 Fax (912) 842-4040
 OIIDOE Region 2 MEP, 221 N. Robinsonton, Lenoir, OA 31631
 Toll Free (866) 505-3182 Fax (229) 546-3251

1854 Twin Towers East - 205 Jesse Hill Jr. Drive - Atlanta, Georgia 30334 •

www.gadoe.org

All Equal Opportunity Employer

RICHMOND COUNTY SCHOOLS
Request for Student Records and Materials

Name of Requesting School

Name of Previous School _____

Address _____

City/State/Zip _____

I hereby authorize you to release the permanent record, cumulative folder, health record, and any other materials, including the results of any psychological evaluation, tests, current IEP, discipline records or any other applicable information that pertains to the student listed below, who has enrolled in this school.

Name of Student _____

Date of Birth _____

Grade Level at Time of Withdrawal _____

Signature _____
Principal/Designee of New School _____
Date

Signature _____
Parent or Legal Guardian _____
Date

Please Note: Under the provisions of the PRIVACY RIGHTS OF PARENTS AND STUDENTS ACT, page 1213, Subpart D, 99 30 (B), it is not necessary to have the written consent of the parents to release records "to officials of other schools or school system in which the student seeks or intends to enroll."

PLEASE SEND RECORDS TO:

Name of School _____
Department of School Counseling/Records Office

Address _____

City/State/Zip _____

For Office Use Only

1st Request _____ 2nd Request _____ 3rd Request _____

RCSS Withdrawal Procedures for Uploading Withdrawal Documentation

Into Infinite Campus

This process is to be used for all high school AND middle school withdrawals (as of SY 2018-2019). It is highly encouraged in elementary schools.

1. Use Infinite Campus to generate a list of all students who have withdrawn during the school year.
2. Gather Withdrawal Documentation. For new withdrawals, be sure to complete the RCSS Withdrawal Form and print out the Withdrawal Report From IC.
3. For each withdrawn student, scan in the documentation listed below and save the documents as a pdf in a folder on your computer. (*These are the major categories reported in the CCRPI Withdrawal report*). Scan in each type of documentation **separately**. The documents should be named using the format shown in step 3.

Documentation to Scan:

- A. Withdrawal forms
 - B. Request for records for schools to which students transferred (in-county, out-of-county, private school, DOD school)
 - C. Death certification (obituary)
 - D. Proof of incarceration (if accessible)
 - E. Home study certification (if provided)
 - F. Proof of graduation (letters received from other schools, etc.)
4. When naming the documents listed above, use the format below:
 - A. Withdrawal forms : last name, first name - school abbreviation- wd
 - B. Records Request (last name, first name – school abbreviation, rr)
 5. Save the scanned document to the student's record in Infinite Campus. Detailed instructions are attached ("*How to Scan Cohort Withdrawal Information into IC*").
 6. Students who fail to return in the fall or do not formally withdraw should have documentation scanned in as well. These students must be coded as "**U**" **unless the school has official enrollment documentation on file.**

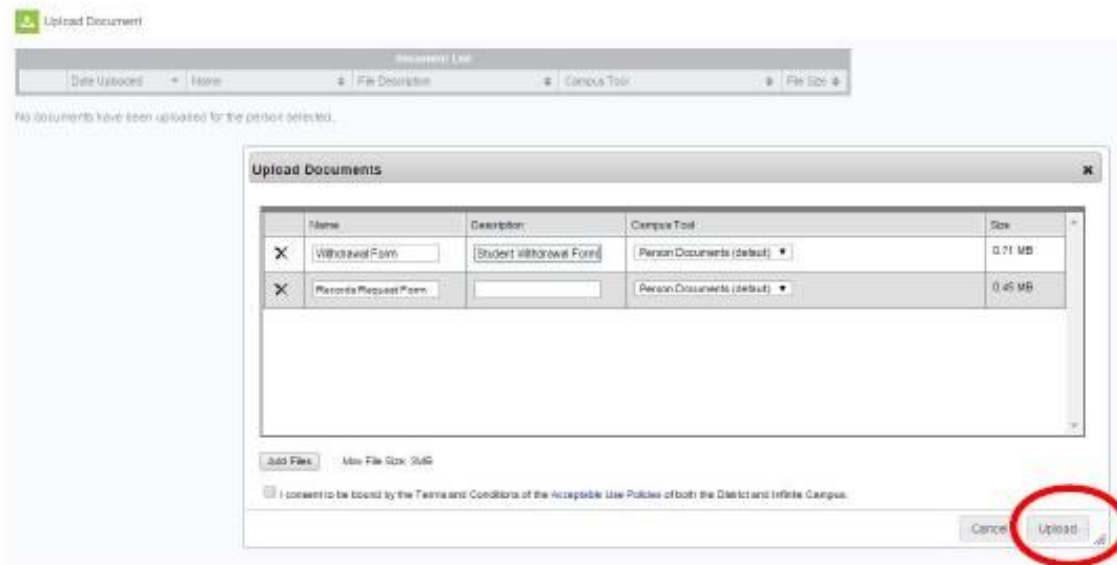
Cohort Withdrawal Documentation

Schools now have the ability to easily upload withdrawal documentation inside of Infinite Campus.

1. Locate the student in Infinite Campus and click the “Person Documents” tab at the top.
2. Click “Upload Document” and the ‘Upload Document’ window will appear. Next, click the “Add Files” button. Please note, you will be able to upload multiple documents to the student’s Personal Documents area.

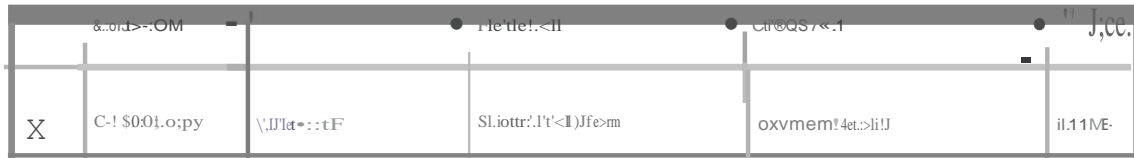


3. Finally, click the “Upload” button to complete the process.



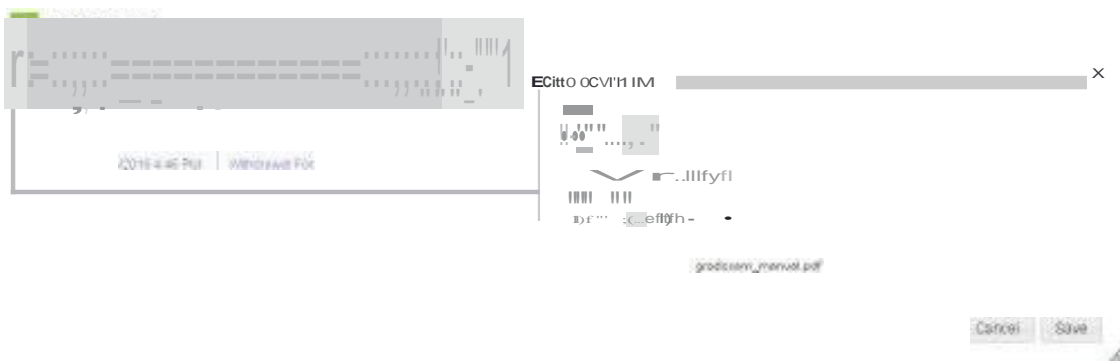
4. files can be removed by clicking X icon.

Upload Document



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5. files can also be edited by clicking the con.



SCHOOL NAME
 School Year of Records Being Sent (ex. 20"3-14)

(alphabetically by last name)

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	LAST NAME	FIRST NAME	MIDDLE INITIAL	ELEMENTARY CUMULAT	MIDDLE SCHOOL CUMULATIV	HIGH SCHOOL CUMULAT
1						
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31						
32						
33						
34						

RecordsSubmitted by: _____

Date:

Student Records Checklist

List Alphabetically

Last name first

Student Name

Records Sent From:

Records Send to:

School				School			
Cumulative Folder	Reading Folder	Writing Folder	Math Folder	Cumulative Folder	Reading Folder	Writing Folder	Math Folder

Signature of Sender

White: Sending School

Copy

Date

Yellow: Receiving Copy

Signature of Receiver

Date

(Rev, 6-13)