

STUDENT RECORDS

The material in this section is based upon, and consistent with, the following legal mandates:

- Public Law 93-380, "The Buckley Amendment," Section 438, "Family Educational Rights and Privacy Act of 1974";
- Federal Register - Department of Health, Education and Welfare "Privacy Rights of Parents and Students," January 1975;
- Education Article §2-205 (c) Annotated Code of Maryland
- Bylaw 13A.08.02 of the Code of Bylaws, Maryland State Department of Education;
- Maryland Student Records System Manual (1994) and Supplement No.1
- Confidential Guidelines for Student Education Records and Communications, Maryland State Department of Education, Fall 1992; and
- COMAR 13A.05.05...15, School Health Services Standards

The provisions of these regulations are intended to preserve the right of students, parents/legal guardians to have full access to all official records about the student which are maintained by the Carroll County Public School System; to establish a procedure for removal from those records any information about the student which is determined to be inaccurate or misleading; to provide confidentiality and privacy in regard to the release of information contained in these records to outside agencies; and to provide for efficient student records management.

I. Definitions

1. "Student" means any person who is attending or has attended an educational institution and with respect to whom that institution maintains student records or personally identifiable information. The term does not include a person who has not been in attendance at this institution.
2. "Eligible Student" means a student who has attained 18 years of age. An eligible student has the right to inspect and review his or her records. The rights previously accorded to the parent or legal guardian shall now belong to the eligible student.
3. Student Records
 - a. "Student records" means those records that are:
 - (i) Directly related to a student; and
 - (ii) Maintained by an educational agency or institution or by a party acting for the agency or institution.
 - (iii) Documented disciplinary action against the student.

- b. “Student records” does not include:
- (i) Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those individuals which are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record;
 - (ii) Records of a law enforcement unit of an educational agency or institution, but only if student records maintained by the agency or institution are not disclosed to the unit, and the law enforcement records are:
 - maintained separately from education records;
 - maintained solely for law enforcement purposes; and
 - disclosed only to law enforcement officials of the same jurisdiction
 - (iii) Records relating to an individual who is employed by an educational agency or institution that:
 - are made and maintained in the normal course of business;
 - relate exclusively to the individual in that individual’s capacity as an employee; and
 - are not available for use for any other purpose
 - (iv) Records on a student who is 18 years old or older, or is attending an institution of post secondary education, that are:
 - Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s professional capacity or assisting in a paraprofessional capacity,
 - Made, maintained, or used only in connection with treatment of the student, and
 - Disclosed only to individuals providing the treatment; and
 - (v) Records that only contain information about an individual after the individual is no longer a student at that agency or institution.
- c. Records relating to an individual in attendance at the agency or institution who is employed as a result of the individual’s status as a student are student records and not excepted.
- d. For the purpose of this regulation, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.

II Classification of Student Records

It should be noted that student records fall into two classifications:

A. DIRECTORY INFORMATION

1. Directory information includes the student's name, grade placement, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and honors received, and the most previous educational agency or institution attended.
2. The Director of Student Services is responsible for annual notification to parents and eligible students of:
 - a. The fact that directory information is released.
 - b. The categories of information which are designated as directory information.
 - c. The right of parents or eligible students to refuse to permit the designation of any or all of the categories of directory information with respect to that student.
 - d. The period of time within which the parent or eligible student must inform the school in writing of the categories of directory information which are not to be released with regard to that student.
 - e. Requests to opt out shall be made in writing to the principal by September 30 each year. (Disclosure requests shall be filed in the student cumulative record and designated in the SASI student atom).
 - f. Schools may not disclose the directory information of a former student if the eligible student/parent opted out of disclosure during the last school year of attendance.

B. PERSONALLY IDENTIFIABLE INFORMATION

1. Personally identifiable information means that the data or information, excluding directory information listed above, includes the name of a student; name of the student's parent, guardian or other family member; the address of the student; the phone number of the student; a personal identifier such as the student's social security number or student number; a list of personal characteristics which would make it possible to identify the student with reasonable certainty; or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

2. Disclosure of Personally Identifiable Information

- a. When "school records" are requested in writing by the student's parent(s), non-custodial parent, adoptive parent(s), or legal guardian, the principal or principal's designee will copy the appropriate material and forward it to the person, agency, or institution designated in the written request.
- b. The school system or school shall obtain the dated, written consent of the parent/guardian or eligible student before disclosing or permitting inspection of personally identifiable information from the records of a student, other than directory information, except as provided in Part G of this section. Family Education Rights and Privacy Act (FERPA) prohibits schools from providing any outside agency – **including the Immigration and Naturalization Services (INS)** – with any information from a child's school file that would expose the student's undocumented status without first getting permission from the student's parents. The only exception is if an agency gets a court order – known as a subpoena – that parents can then challenge. Schools should note that even requesting such permission from parents could act to "chill" a student's *Plyler* rights.
- c. Whenever written consent is required, the school may presume that the parent or guardian or the eligible student giving consent has the authority to do so unless the school has been provided with evidence that there is a legally binding instrument or a State law or court order governing divorce, separation, or custody, which provides to the contrary.
- d. Whenever written consent is required, it shall be signed by the parent or eligible student and must include:
 - (i) A specification of the records to be disclosed.
 - (ii) The purpose of the disclosure.
 - (iii) The parties to whom the disclosure is to be made.
Upon request, a copy of the records disclosed shall be provided to the parent or eligible student.
- e. Telecommunications/E-mail-Carroll County Public Schools staff may communicate with parents via telecommunications/e-mail if the parent provides an e-mail address and if permission to communicate via e-mail is authorized, annually, in writing, by the parent/legal guardian/eligible student. A parent may give permission by providing an e-mail address and parent signature on the emergency procedure card.

E-mail is not a secure communication system in that unauthorized access is always a possibility. Carroll County Public Schools endeavors to ensure confidentiality, however, Carroll County Public Schools cannot guarantee confidentiality and security of information communicated via e-mail.

- f. Article 49D, 10 Annotated Code of Maryland as amended by House Bill 611 provides for the sharing of information and records between agencies in order to plan and provide services to a child in a coordinated and effective way. This sharing of information and records requires the consent of the parent or guardian. The "Release of Information Among Public Agencies Consent Form" may be used for this purpose or the "Release of Student Records Consent Form" may be used with specific information requested in the section labeled "other."
- g. A record of all disclosures which require written consent shall be kept with the student record. The record of disclosure shall indicate the parties who have requested or obtained personally identifiable information from the student records; and the legitimate interests these parties had in requesting or obtaining the information.
- h. The school system or school may disclose personally identifiable information from the educational records of a student without prior consent if the disclosure is to:
 - (i) School officials who have legitimate educational interests. "School officials" include, but are not limited to, certificated personnel such as teachers, persons employed on a contractual basis with the Board of Education and who are members of school based teams, members of Admission, Review and Dismissal Committees, persons who are employees of community agencies and who are members of school based teams, school based mental health staff, and school based addictions counselors.
 - (ii) Officials of schools or school systems, outside of the LEA, in which the student seeks or intends to enroll. School officials may continue to share information after enrollment to ensure accurate and complete student records.
 - (iii) Certain authorized federal and state officials seeking record data in connection with auditing, evaluation, and enforcement provisions concerning federally or state supported education programs.
 - (iv) Persons requiring record data in connection with a student's application for financial aid.
 - (v) Representatives or organizations providing testing services for institutions and school districts.
 - (vi) Representatives of accrediting organizations.

- (vii) Persons presenting judicial orders or subpoenas. Please note in regard to subpoenas: In accordance with MD. Rule 2-510(D) and MD. Rule 2-121(A), via hand delivery by a non-party over 18 years of age or by certified mail, restricted delivery. Subpoenas sent by fax or regular mail are not properly served and will not be honored. A reasonable attempt shall be made to notify parents or eligible students in writing that a subpoena has been issued for student records prior to the release of those records. A template for written notice to parents/eligible students is included elsewhere in this manual. Once notified, copy all requested records and forward to the person designated on the subpoena. The U.S.A. Patriot Act allows a school system to disclose personally identifiable information without parental notification when complying with a ex parte court order for offenses listed in the United States Code – Title 18 – 18 U.S.C. 2332b (g) or an act of domestic or international terrorism specified in 18 U.S.C. 2331, related to the U.S.A. Patriot Act.
 - (viii) Officials of the Department of Juvenile Services (DJS) if the disclosure of the student record facilitates DJS's ability to effectively serve, prior to adjudication, the student whose records are released.
 - (ix) Persons requiring information in connection with an articulable and significant threat to the health or safety of a student or other individuals. The health or safety emergency must be documented, including the nature of the threat to the health or safety of an individual or others and the parties to whom the information was disclosed. This shall be documented on a "Disclosure of Student Information Due to a Threat of Health or Safety Emergency" form and filed in the student cumulative record until age 22. The form is located at the end of this section of the manual.
- i. The Federal No Child Left Behind Act (Public Law 107-107) provides that secondary schools will, upon request by military recruiters for recruiting purposes, release student names, addresses, and telephone numbers to military personnel. However, the Annotated Code of Maryland, Education Article Section 7-111 allows for parents to restrict the release of information to the military. Parents/guardians or eligible students requesting that information regarding their son/daughter not be released to military personnel must check the box on the emergency procedure card which indicates that information shall not be released to the military.

On or before October 1 and March 1 of each school year, the principal shall submit a list to central office that includes the name, address, and telephone number of each student whose contact information shall not be released to military recruiters as indicated on the student's emergency procedure card.

- j. The addresses and phone numbers of students may be provided to school parent organizations such as the PTA and Booster groups when that group has a legitimate need for the information as determined by the principal in consultation with the appropriate level Director.

Revised 6/08, 2/09

Suggested Response to Improperly Served Subpoenas (Not Hand Delivered or Restricted Delivery)

Date

Dear Sir / Madam:

It has been brought to my attention that your office is attempting to send a subpoena regarding *(student or person)* to *(name of school system employee)*. While Carroll County Public Schools wishes to accommodate your request, school system employees can only respond to subpoenas that are properly served, in accordance with Md. Rule 2-510(d) and Md. Rule 2-121(a), via hand delivery by a non-party over 18 years of age or by certified mail, restricted delivery. Subpoenas sent by fax or regular mail are not properly served and will not be honored. Moreover, school secretaries are not authorized to receive subpoenas on behalf of other employees.

Please note that subpoenas requiring the in-court appearance of school employees during the school day cause a tremendous disruption to the educational process and adversely affect the learning of many children. Accordingly, we urge you to make arrangements to minimize this disruption by (a) accepting documents and affidavits in lieu of live witness testimony, (b) agreeing to take the deposition of school system employees at a mutually agreeable time and location in lieu of live witness testimony, (c) seeking court permission to allow school system employees to testify by speaker phone from their assigned schools, and (d) avoid issuing subpoenas that require testimony at times of previously scheduled school events such as testing, field trips, etc.

We would also ask that you note the provisions of Md. Rule 2-510(d) generally requiring the service of subpoenas “at least five days before the trial or hearing” and that you make every effort to give us as much advance notice as possible.

Thank you for your understanding in this matter. Should you have any questions, please direct them to our legal counsel, Edmund J. O’Meally or Rochelle S. Eisenberg, at 410-938-8800.

Sincerely,

(Name)

(Title)

II. School Principal's Responsibility

The school principal is responsible for:

- A. Collecting information regarding students.
- B. Maintaining accurate records.
- C. Making changes in identifying information, results of individual and group standardized tests, and health data within a reasonable time after these changes occur during the school year.
- D. Correcting, removing or deleting any inaccurate, misleading or inappropriate information found in the student's records. When a student transfers to another school, when a student withdraws from or terminates his/her education program, and upon graduation, the principal or his/her designee shall review all records of those students. It is important that records be reviewed when the student moves from elementary to middle or middle to high school. Records and data which no longer serve legitimate and recognized educational purposes should be destroyed and not transferred. No records may be destroyed if there is an outstanding request for inspection or review including any pending legal action.
- E. Assuring the security of each student's records.
- F. Withholding or limiting access to medical records which are considered sensitive and/or confidential in nature. These include, but may not be limited to records pertaining to referral and treatment for drug and alcohol abuse, venereal disease, birth control, pregnancy, and a psychiatric problem in which the attending physician believes disclosure to be medically contraindicated.
- G. Determining the right of individuals to have access to student's records.
- H. Granting parents/legal guardians or an eligible student access to the student's records. The principal or his/her designee shall be present during all such examinations to explain the meaning and implications of all material in the student's records.
- I. Giving parents/legal guardians or an eligible student a hearing for the purpose of making objections to any information contained in the records.
- J. If circumstances effectively prevent the parent/legal guardian or eligible student from exercising the right to inspect and review the student records the principal shall:
 - a. Provide the parent, legal guardian or eligible student with a copy of the student records requested; or
 - b. Make other arrangements for the parent, legal guardian or eligible student to inspect and review the requested student records.

- K. Prior to the release of records or school related information to the non-primary or non-custodial parent, the principal must make a reasonable effort to notify the primary parent, custodial parent or eligible student. (A non-custodial parent or non-primary parent shall have no right to receive such information if the custodial parent provides the school with a copy of a court order or other legally binding instrument such as a separation agreement which states that the non-custodial parent has no right to such information.)

IV Procedures for granting inspection and review of records:

- A. The principal shall grant inspection and review within a reasonable amount of time after a request has been made but in no case shall inspection and review be withheld more than 45 days.
- B. If there is an outstanding request to inspect and review records, the records may not be destroyed.
- C. A qualified staff person shall be present at the time of the inspection in order to interpret test and other data accurately and to respond to questions which parents/legal guardians or eligible student ask.
- D. When necessary, records involving routine health matters should be interpreted by the school nurse.
- E. Persons who desire to review student records shall be required to sign an "Access Record Log" which shall be kept with the student records. The left-hand inside cover of the student record folder shall be designated as the "Access Record Log". This shall include the following headings: Date, Person Reviewing Records, and Purpose for Reviewing Records. The parent/legal guardian of a student, an eligible student, persons to whom written consent was granted, school officials and parties requesting directory information are not required to sign the "Access Record Log".
- F. The school may charge a fee for copies of student records which are made at the request of parents, legal guardians or eligible students. The fee charged for copies shall be in accordance with a schedule of fees established by the system. The fee charged will be the cost per page plus any postage that may be required. However, the fee must be waived if it can be demonstrated that the parents/legal guardians/eligible students are unable to pay the fee and thus would be prevented from exercising their right to inspect and review those records.
- G. If circumstances effectively prevent the parent/legal guardian or eligible student from exercising the right to inspect and review the student records, the local school system or educational institution, or State educational agency or its component, shall:
 - a. Provide the parent, guardian or eligible student with a copy of the student records requested; or
 - b. Make other arrangements for the parent, guardian or eligible student to inspect and review the requested student records.

- H. Prior to the release of records or school related information (as defined in I. below) to the non-primary or non-custodial parent, a reasonable effort must be made to notify the primary parent, custodial parent or eligible student. (A non-custodial parent or non-primary parent shall have no right to receive such information if the custodial parent provides the school with a copy of a court order or other legally binding instrument such as a separation agreement which states that the non-custodial parent has no right to such information.) In addition, the non-primary or non-custodial parent shall be required to pay a reasonable fee for copying and mailing the documents or sign an agreement to reimburse the school for those costs at the end of the school year; provided however, that the school shall waive payment of such fee if the non-custodial parent files a notarized affidavit that he/she is unable to pay the fee.
- I. For purposes of this regulation, "school-related information" means:
 - a. Documents which are regularly provided to the parent/legal guardian at school meetings, by mail, or by sending home with the student, such as statements on student and parent rights and responsibilities; school newsletters; school calendars; and notices of parent conferences, open houses, and plays; and
 - b. Those education records which are provided to the custodial parent such as report cards; disciplinary notices; and special education notices.
- J. To afford privacy protection in instances where the record involves the names of two or more students, persons are to be informed about a record of an individual student when the record cannot be reviewed or duplicated without disclosing the identity of other students who may be included.

V Request to Amend Student Records

- A. The parent/legal guardian of a student, or an eligible student, who believes that information contained in the educational records of the student is inaccurate or misleading or violates the privacy or the rights of the student may request that the school which maintains the records amend them.
- B. The school system or school shall decide whether to amend the educational records of the student in accordance with the request within a reasonable period of time of receipt of the request.
- C. If the school system or school decides to refuse to amend the student records, it shall so inform the parent or eligible student and advise the parent or eligible student of the right to a hearing and appeal procedure.

VI Procedure for Request to Amend Student Records (Federal Register - HEW 99.21 and 99.22) and/or Removal of Individual Test Scores from the Regular Education File or an IEP Folder

A. Request to Amend a Record

- 1. Nothing in this section shall preclude the principal's right and responsibility to attempt informal resolution to records questions and concerns raised by parents/legal guardians and eligible students. Whenever possible, reasonable solutions which are mutually agreeable to the parent/legal guardian or eligible student and the principal should be sought before moving to formal hearings or appeals.

2. The parent/legal guardian or eligible student shall submit to the principal a written request for a formal conference to amend student records. The Principal shall arrange a mutually convenient time for the conference with the parent or eligible student within 15 days of the request.
3. The parent/legal guardian of the student or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense.
4. The school principal may request the assistance of others including the maker or makers of the particular record in question in order to determine the validity of the request to amend. If the parent/legal guardian is represented by legal counsel, the school principal will be represented by the Board of Education's legal counsel.
5. The decision of the school principal shall be based solely upon the evidence presented at the formal conference and shall include a summary of the evidence and the reasons for the decisions.
6. If as a result of the formal conference the school principal decides that the record should be amended in accordance with the request, he or she shall amend the records accordingly and so inform the parent/legal guardian or eligible student in writing within 20 days of the formal conference.
7. If as a result of the formal conference the school principal decides that the record should not be amended, he or she shall inform the parent/legal guardian or eligible student of the right to place in the educational records of the student a statement commenting upon the information in the records or setting forth any reasons for disagreement with the decision. The decision not to amend shall be made within 20 days of the formal conference and shall be communicated in writing to the parent/legal guardian or eligible student.
8. If the decision rendered by the local school administrator is not acceptable to the parent/legal guardian or eligible student, appeal can be made to the superintendent of schools.
9. Any statement placed in the education records of the student by the parent/legal guardian or eligible student shall be maintained by the school as part of the education records of the student as long as the record or contested portion thereof is maintained by the school or school system. If the education records of the student or the contested portion thereof, is disclosed by the school or school system to any party, the statement shall also be disclosed to that party.

B. Request to Remove an Individual Test Score

- a. Test protocols and reports should not be destroyed. If parents/legal guardians or an eligible student feel that the protocol or report is misleading or inaccurate, the procedure for amending records should be followed as indicated above.

- b. If parents/legal guardians or eligible student request that an individual test protocol or individual test result/report be removed from either regular education files or the IEP folder, the Director of Student Services or the Director of Special Education, respectively, will review the request and render a decision following procedures similar to those in VIII., A., 1. through 9. above.
- c. If it is decided that the report will be removed from the local school files, the school will send the Psychological report to the Student Services Department and/or the Educational Assessment report to the Special Education Department to be stored in their confidential files. A form signed by the parents/legal guardians or eligible student indicating their request will then be filed in the student's appropriate folder at the school, as well as the Central Office Special Education or Student Services Department's confidential files. Refer to Removal of Test Results - Request Form (for records maintained at the school level).

VII Appeal Procedure

- A. If the parent/legal guardian or eligible student is dissatisfied with the principal's decision, the parent or eligible student may make, within 10 days of the principal's decision, a written appeal to the Superintendent of Schools. The Superintendent or his designee has 10 days to review the appeal and to notify the parent/legal guardian or eligible student in writing of a decision, including the reasons for the decision. The Superintendent or his designee shall advise the parent/legal guardian or the eligible student of the right to appeal the decision to the Board of Education. The written appeal must be submitted to the Board of Education within 10 days of the decision by the superintendent or his designee.
- B. The parent/legal guardian or eligible student may appeal the Superintendent's decision to the Board of Education. The Board will handle the appeal within 30 days of receipt of the written appeal. The parent/legal guardian or eligible student shall be afforded a full and fair opportunity to present information relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense.
- C. The Board of Education shall render a written response within 10 days of the Board's decision.
- D. Parents/legal guardians and eligible students may file a complaint with the U.S. Department of Education concerning the alleged failures by Carroll County Public Schools to comply with the requirements set forth in Board Policy: Family Educational Rights.

VIII Placement of Student Record Information

General Student Records – All student records shall be housed in locked filing cabinets. Access to any student record shall be provided only to those with a legitimate educational need to have the information (See Student Services Manual, Section VII).

A. ELEMENTARY SCHOOLS

1. Access Record Log placed on the left side of the folder via an attached sheet or a label (Student Services Manual, Section VII-p.11)
2. Transfer Student Incomplete Student Record Form (if applicable)
3. Student Record Request/Release Form
4. Race Code Conversion Letter (2008-2009) (if returned by parent)
5. Student and Family Information Record Form [Enrollment Form] with the following attached
 - a. Copy of proof of birth
 - b. Copy of residency source document
 - c. Special Circumstances Enrollment Approval Form
 - d. Statement of Residency Verification Form (if appropriate)
 - e. Decision making document for children in State supervised care
 - f. Safe at Home Letter and Card
 - g. Early Entrance Kindergarten Letter
 - h. Experience prior to Enrollment (MMSR Checklist)
 - i. Maryland Student Transfer Record - SRC7 (if appropriate)
6. Legal documents currently in effect, including court orders regarding custody or visitation, ex parte orders, subpoenas for records, etc.
7. Personal Data/Student School Attendance Data - SRC1 Sides 1 and 2 [Ivory]
8. Annual School Performance Data Summary Grade Levels PreK to 8 / SRC2 Sides 1 and 2 [Pink]
9. Test Information SRC4 Sides 1 and 2 [Salmon]
10. Notice of the existence of a confidential/504 file (pink)
11. ESOL Records Notice (blue)
12. The final report card for each year grouped together in grade level order
13. The most recent CTBS Individual Student Record Form
14. Pre-K Progress Report / Pre-Kindergarten Developmental Checklist
15. History of Gifted Education Services Form
16. Opt Out of Directory Information Request
17. Disclosure of Student Information Due to a Threat of Health or Safety Emergency Form
18. Age of Majority Request/Letter
19. Emancipation Form
20. Suspension Notices, grouped together in grade level order by school level (elementary, middle, high)

A. SECONDARY SCHOOLS

1. Access Record Log placed on the left side of the folder via an attached sheet or a label (Student Services Manual, Section VII-p.11)
2. Transfer Student Incomplete Student Record Form (if applicable)
3. Student Record Request/Release Form
4. Race Code Conversion Letter (2008-2009) (if returned by parent)
5. Student and Family Information Record Form [Enrollment Form] with the following attached:
 - a. Copy of proof of birth
 - b. Copy of residency source document
 - c. Special Circumstances Enrollment Approval Form
 - d. Statement of Residency Verification Form (if appropriate)
 - e. Decision making document for children in State supervised care
 - f. Safe at Home Letter and Card
 - g. Early Entrance Kindergarten Letter
 - h. Experience Prior to Enrollment (MMSR Checklist)
 - i. Maryland Student Transfer Record - SRC7 (if appropriate)
6. Legal documents currently in effect, including court orders regarding custody or visitation, ex parte orders, subpoenas for records, etc.
7. Personal Data/Student School Attendance Data - SRC1 Sides 1 and 2 [Ivory]
8. Annual School Performance Data Summary Grade Levels PreK to 8 / SRC2 Sides 1 and 2 [Pink]
9. Annual Secondary School Performance Data Summary Grade Levels 7-12 - SRC3 Side 1 [White] or notice of the existence of data kept electronically.
10. Annual Secondary School Performance Data Summary Grade Levels 7-12 – (HSAs) SRC3A Sides 1 and 2 [White] or notice of the existence of data kept electronically.
11. Annual Secondary School Performance Data Summary Grade Levels 7-12 – (Alternative Testing & College Admissions) SRC3B Sides 1 and 2 [White] (Supplemental Card) or notice of the existence of data kept electronically.
12. Test Information (MSA/CTBS) - SRC4 Sides 1 and 2 [Salmon]
13. Notice of the existence of a confidential/504 file (pink)
14. ESOL Records Notice (blue)
15. The final report card for each year grouped together in grade level order by school level (elementary, middle, high)
16. The most recent CTBS Individual Student Record Form
17. Pre-K Progress Report / Pre-Kindergarten Developmental Checklist
18. History of Gifted Education Services Form
19. Student Exit Interview Form
20. Opt Out of Directory Information Request
21. Disclosure of Student Information Due to a Threat of Health or Safety Emergency Form
22. Age of Majority Request/Letter
23. Emancipation Form
24. Suspension Notices, grouped together in grade level order by school level (elem., middle, high)

B. Health Records

1. Access Record Log placed on the left side of the folder via an attached sheet or a label
2. Health Screenings – Examinations and Evaluations – SRC5
3. Additional Comments on Student’s Health
4. DHMH 896 with immunization source documents attached
5. Health Inventory – SRC6 [White]
6. Lead Certificate (required beginning with 2003-2004 school year – PreK, K, and 1st grade)
7. Health History – Physicians reports, previous school health information, medication consent forms, accident reports, etc.

Note 1: All Student Record Cards should be filed in order in the cumulative record folder.

Note 2: Items in student files are to be only those listed in the Student Services Manual Record Section (Section VII).

Information other than that listed above shall not be included in the permanent record of all students or special groups of students without the authorization of the Director of Student Services.

A. Information not contained in the Cumulative Record

1. Cumulative student records shall not include any information related to drug or alcohol abuse, counseling, pregnancy, abortion, contraception, venereal disease, reports of suspected or actual abuse or neglect, or any other information where recording is prohibited by law.
2. A separate health file should be maintained in a locked cabinet in the health room.

IX Transfer of Information by Third Parties

- A. The school system or schools shall not release a student's record except on the condition that the party to whom the information is being transferred will not permit any other party to have access to such information without the written consent of the parents/legal guardians or the eligible student.
- B. The school system shall include with any information released to a party under item A of this section a written statement which informs such party of the requirement set forth in item A of this section.
- C. If a third party improperly re-discloses personally identifiable information from student records in violation of §A of this regulation, the local school system or educational institution may not allow that third party access to personally identifiable information from student records for at least five years.

X. Waivers of Rights Regarding Student Records (Federal Register - HEW 99.7)

- A. Subject to all legal limitations, a parent or an eligible student may waive any or all of his or her rights with regard to student records.
- B. A waiver may not be valid unless in writing and signed by the parent/legal guardian or eligible student as appropriate.
- C. A waiver may be requested by a school system or school but may not be required.
- D. An individual applying for admission to an institution of postsecondary education or for employment may waive his or her right to inspect and review confidential letters and statements of recommendation respecting (1) admissions to an educational institution; (2) application for employment; or (3) honor or honorary recognition.
 - a. A waiver under this section may only be executed by the individual.
 - b. A waiver under this section applies only if:
 - i. The applicant is notified, upon request, of the names of individuals providing the letters or statements;
 - ii. The letters and statements are used only for the purpose originally intended; and
 - iii. The waiver is not required as a condition of admission, employment, or the granting of any service from the agency or institution.

- E. A waiver may be revoked. Any revocation must be in writing and only affects actions occurring after the revocation. If the parent/legal guardian executed the waiver, the student may revoke the waiver after becoming an eligible student.

XI. Procedures for Retention, Disposition, and Destruction of Student Records

- A. Guidelines and standards for the retention and disposition of student records maintained under this title shall be those adopted in the Maryland Student Records System Manual.
- B. A student record folder shall be kept for each student enrolled in the Carroll County Public Schools. Files or file rooms shall have limited access and be locked when school is not in session.
- C. Senior students may request in writing the post secondary institution or employer to which they wish to have their records released.
- D. When a student withdraws or graduates, the SRC 1 will be sent to Student Services for processing at the end of each year. After processing, the SRC1 will be returned to the school to be kept for six years (6) or the age 21.
- E. When students are promoted from one school level to the next (i.e. elementary school to middle school or middle school to high school), cumulative records shall be reviewed by the school principal or his/her designee. Although a complete description of the record retention schedule follows in F. below, examples of what should be forwarded to the next school are listed below. Information contained in student records that is not listed here or in the retention schedule should be properly disposed of. Please note that these guidelines are for regular students records only. Special education requirements for IEP files are not affected. Any questions regarding what to maintain in a student record should be referred to the Supervisor of Guidance or the Director of Student Services.
 - i. All SRC Cards
 - ii. Report Cards
 - iii. All health records
 - iv. Legal documents including court orders regarding custody or visitation
 - v. The most recent CTBS Individual Student Record Form
 - vi. Notice of existence of confidential file
- F. Non-public Special Education Students – The records of those Carroll County Public School students who are placed in a non-public special education placement shall be maintained by the student’s home school. The records will be placed in a pink folder and housed with the appropriate grade level records with the rest of the students. The pink file will be moved annually with the records to the next grade level, as well as, moved from elementary to middle to high school with the rest of the student records.
- G. Because of the need to retrieve records for individuals who at the same time have been enrolled in the public schools of Maryland, minimum standards for record retention have been established.
 - a. Guidelines and standards for the retention and disposition of student records maintained under this title shall be those adopted in the Maryland Student Records Manual (1994 and Supplement No 1) and/or the Student Records Retention Schedule.

- b. Regulations for Retrieving Records - Copies of micro-film/microfiche records should be retrieved as follows:
 - i. Locate the records on your copy of the microfilm/microfiche.
 - ii. Call the Department of Student Services and be prepared to give student name, school and reference number of the record requested.
- c. Individual student records not required or specifically regulated by other state or local regulations shall be destroyed when they no longer serve legitimate education purposes, subject to the following exceptions:
 - i. The agency or institution may not destroy any education records if there is an outstanding request to inspect and review them under the provisions of this manual.
 - ii. Explanations placed in the education records under this section shall be maintained as indicated above.
 - iii. The record of access required under the provisions of this manual shall be maintained for as long as the education record to which it pertains is maintained.

STUDENT RECORDS RETENTION SCHEDULE

<u>Form Number</u>	<u>Record Title or Description</u>	<u>Retention Period</u>
SR-1	Personal Data	Permanent **
SR-2A	Annual School Performance Data Summary Grade Levels PreK.-8	Through Age 21
SR-2B	Annual School Performance Data Summary Grade Levels 5-8	Through Age 21
SR-3	Annual Secondary School Performance Data Summary - Grade Levels 7-12	Permanent **
SR-3 Supp	Student Activities/Awards Details	Through Age 21
SR-4	Test Information	Through Age 21
SR-5	Health Screening, Examinations and Evaluations	Through Age 21
	Immunization Record (DHMH 896)	Through Age 21
	Health Inventory (Physical Form)	Through Age 21
	Lead Certificate (DHMH)	Through Age 21
SR-7	Maryland Student Transfer Record	3 years
	Inactive Student Records	6 years beyond exit date
<u>Source Documents:</u>		
Proof of Birth	(Birth certificate, hospital certificate, physician certificate, Baptismal certificate, parent's affidavit, passport/visa or other, including a birth registration notice issued by licensing bureau)	Through Age 21
Proof of Residency	See section I Proof of Residency Requirements\	3 years beyond the year to which it applied
Attendance	The ATD17 report from SASI, printed weekly and signed by the teacher.	3 years beyond the year to which it pertains, or until any audit is resolved
<u>Other items in the Student Record</u>		
Report Cards	Annual Report Cards K-12	Graduation or through age 21-whichever comes first
Legal Documents	Court Orders, etc.	As long as the Order is valid
Individual Student Assessment Data	Individual score report	Until replaced by a more recent test or graduation

Notice of Confidential File		Graduation
All Health Records	Accident reports, serious illness forms, etc	Through Age 21
Record Access Log	Record of parties who have requested or obtained personally identifiable information from the student record	Graduation
Student & Family Information Record Form	CCPS Enrollment Form	Three years beyond the year to which it applied
Student Suspension Notice		Through Age 21
Other Disciplinary Information		Two years beyond the current school year

Information required for Special Education

Written IEPs		5 years after Special Education exit date
Assessment Reports & Protocols		
IEP Records		
Medical Assistance Documentation		

Information required for 504 Plan Services

504 Plans		5 years after 504 exit date
Assessment Documentation		
504 Records		

Other System Records

Annual Organization Reports		10 years
Public School Enrollment by Race, Sex, and Single years of age Summary of Enrollment, Attendance and Promotions Attendance Roll Books (Teacher's Registers) and Other Locally Devised Forms which serve the same function		3 years
Statewide Educational Interview Form		1 year

* In cases where the teacher's register, etc., are the only surviving records, the registers and other similar locally devised forms should be kept permanently.

** Transfer periodically to State Archives

NOTE: In instances where there is a pending dispute, records shall be kept beyond that retention period. Once the dispute is resolved, records are to be maintained according to the Student Records Retention Schedule.

Revised 10/08, 6/09

XII Transferring Student Records

- A. When a student enrolls in Carroll County, the receiving school is responsible for requesting student records, including confidential reports, from the student's former school. The receiving school may also request a report of the student's discipline record if desired. Upon receipt of the records, the principal, or his or her designee, should review the file and should insure proper storage and distribution of all information. Confidential records such as psychological reports should be maintained in confidential files in the case of regular education students and in the IEP folder in the case of special education students. Medical records are considered confidential also and shall be handled accordingly. A sample form (Release of Student Records Consent Form) may be used to request records.

If records are not forwarded due to outstanding obligations follow as many of the steps as needed below:

1. Inform the parent that complete records are necessary for graduation and solicit their assistance in obtaining the record.
 2. Contact the principal of the former school by phone requesting the records be sent and, if it is a Maryland Public school, remind them that MSDE states that records may not be held for failure to pay an obligation.
 3. Maintain a written record of your efforts to obtain the records.
 4. Confirm in writing to the parents/legal guardians that the child may be denied graduation due to lack of verification of prior educational experiences and course work.
 5. Contact Pupil Personnel Worker, Supervisor of Guidance, or Assistant Supervisor of Student Records and Home & Hospital Teaching.
- B. When a student leaves a Carroll County school to enroll in another school or school system, the student's records shall not be sent until a specific request is received from the new school. Although it is not mandatory for written parental consent to be obtained when records are sent to another school, a reasonable attempt should be made to secure such permission if the parent notifies the school of the transfer in person. See Release of Student Records Consent Form.
1. Transfer to a school within Carroll County
When a student transfers, a Maryland Student Withdrawal/Transfer Record (SRC 7) shall be completed. When a student enrolls in another school, the entire record must be sent to that school. A copy of the attendance information, subject performance information, and immunizations should be kept by the sending school until it has been verified that the receiving school is in possession of the original records. (see also Information Not Contained in Cumulative Record – these items are not to be transferred).
 2. Transfer to another local unit in Maryland
When a student transfers, a Maryland Student Withdraw/Transfer Record (SRC7) shall be completed. No records are to be sent until a request for records is received from the school in which the student has entered. It is required that the entire student record be sent to the receiving school, unless the parent or guardian is now requesting an amendment to the student record or the removal of an individual test score.

The sending school should keep a copy of attendance information all subject performance information and immunizations until it has been verified that the receiving school is in possession of the original records. Attendance, proof of residency, and immunizations shall be maintained for 3 years beyond the year to which it pertains (see Student Records Retention Schedule). (see also Information Not Contained in Cumulative Record – these items are not to be transferred).

3. Transfer to schools out of state or to nonpublic schools

When a student transfers, a Maryland Student Withdrawal/Transfer Record (SRC7) shall be completed. No records are to be sent until a request for records is received from the school in which the student has entered. It is recommended that only copies of the following portions of the student's record be sent:

- a. SR-1 Attendance Information
- b. SR-2A, 7, and 3 Subject Performance, all cards used
- c. SR-4 Standardized Test Information
- d. SR-5 Physical Health Information
- e. Health Inventory Physical Form
- f. DHMH 896 Immunization Record
- g. Lead Certificate

Original copies of the records should remain in the sending school system. (see also Information Not Contained in Cumulative Record – these items are not to be transferred).

4. A number of private residential facilities have been established in this area. Requests for transfer of records of Carroll County students who are placed at such centers should be treated as any other request from a nonpublic school. Directions in 3. (above) should be followed. In addition, the Pupil Personnel Worker and the Special Education Office should be notified of their placement. (see also Information Not Contained in Cumulative Record – these items are not to be transferred).

C. Transfer of Records for Children in State Supervised Care

Students in state supervised care shall be promptly enrolled in a Carroll County school.

- 1. Children in State supervised care, A private agency licensed by the Social Services Administration, the Department of Social Services, the Department of Health & Mental Hygiene, or the Department of Juvenile Services shall have prompt transfer of their educational records to assure efficient enrollment in another school system with minimal disruption to their education. these guidelines will be followed to facilitate the process:
- 2.
 - a. The “Placement Agency” shall immediately notify Carroll County Public Schools of the pending enrollment of a student in their jurisdiction.
 - b. Within 2 school days after receiving notice of the student’s placement the receiving school shall request in writing, from the student’s sending school, the student’s educational records.
 - c. The receiving school shall provide a copy of this request to the eligible student or the adult responsible for this student.

- d. If the student withdraws from Carroll County Public Schools due to becoming a “child in state supervised care” the sending Carroll County Public School, upon receiving notice from the receiving school shall, within 3 school days, mail or electronically transmit a copy of the student’s educational records. These records include:
 - (i) A completed SRC 7 - Maryland Student Transfer Form.
 - (ii) Academic records
 - (iii) Immunization records
 - (iv) Discipline records
 - (v) IEP or 504 (if applicable)

- e. The sending school, immediately upon receiving notice of the student’s transfer will orally inform the receiving school of the current grade level and the status of the student as it relates to IDEA or section 504.

- f. To the extent the sending school did not have or did not provide the records and the placement agency has access to them, the placement agency shall provide to the receiving school:
 - (i) If applicable, the IEP or Section 504 Plan;
 - (ii) Immunization records;
 - (iii) If application, a blood lead testing certificate;
 - (iv) Birth certificate or other proof of age;
 - (v) Health records that are educationally relevant.

- g. If the placement of the child changes during the school year and the child’s new address remains within the school boundaries, the placement agency caseworker shall send a letter to the school providing the new address, contact information, and any other relevant information.
 - (i) If applicable, the IEP or Section 504 Plan;
 - (ii) Immunization records;
 - (iii) If application, a blood lead testing certificate;
 - (iv) Birth certificate or other proof of age;
 - (v) Health records that are educationally relevant.

- h. Issues of coordination, information sharing, decision making, and problem solving on behalf of children in State Supervised Care shall be directed to the Supervisor of Pupil Personnel & Student Support Services.

- i. Once a form/written request has been filed, a resolution shall be reached within twenty school days.

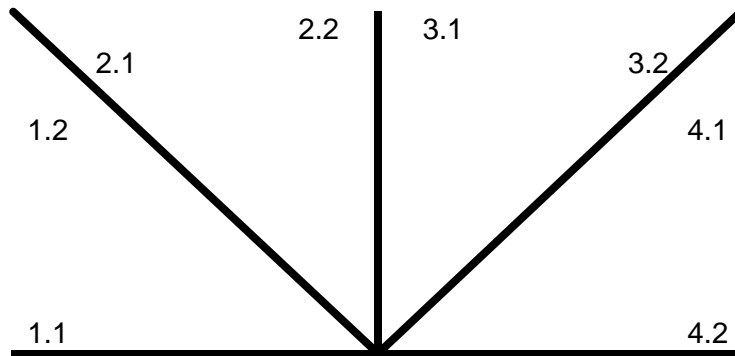
D. Transfer of Records for Military Children

1. If official educational records cannot be released to the parents for the purpose of transfer, unofficial copies must be provided to the parents by the sending school. Receiving schools are required to enroll and appropriately place the student based on the information provided in the unofficial educational records, pending validation of the official records.
2. Sending schools have a maximum of 10 days to provide receiving schools with official educational records.
3. Schools shall give students and their families 30 days from the date of enrollment to obtain immunizations required by the receiving school systems.

- B. Special Education Records.(SERs) Unless otherwise noted in this subsection, SERs are subject to the provisions of student confidential records.
1. SERs shall include the information related to the identification, evaluation, the provision of the special education program for the handicapped student, including but not limited to:
 - a. IEPs
 - b. IEP committee minutes
 - c. Evaluation reports and assessment documents
 - d. Due process notices and consents
 - e. Access log
 2. Personally identifiable information regarding other students except family members shall not be entered into any SER.
 3. Procedures for SERs
 - a. Creation:
Upon the initial referral of a student to an IEP committee, an SER shall be created for the student.
 - b. Maintenance:
For any handicapped student who has received special education services or who has been referred to the IEP committee, the SER shall be maintained under confidential procedures by the case manager at the school for the duration of the special education services and at least six (6) years after the student has graduated, terminated, or transferred.

c. Organization:

Each student with a disability SER shall be organized in an five (5) section classification folder, letter size, with prong fasteners. The organization shall be as follows:



Section 1.1

Current IEP (all components)

Section 1.2

Previous IEP'S

Section 2.1

All Evaluation Reports (i.e., Educational, Psychological, OT, PT, Speech, etc.) test protocols, and MER Reports with dates within the past three (3) years of September of the current school year.

Section 2.2

Individual and MER Evaluation Reports with dates older than three (3) years.

Section 3.1

Access logs/MA documentation, parents rights receipts

Section 3.2

Copies of IEP Committee notices and consents within the past five (5) years; and older notices and consents if needed for educational decision-making.

d. Transfer:

- (i) Whenever a student with a disability transfers to another public school within Carroll County Public Schools or the state, the original SER shall be sent to the receiving school. A copy of the current IEP, the most recent MET report, and the last IEP committee meeting minutes shall be maintained by the sending school for six (6) years.
- (ii) When a student with a disability transfers to a private school or any school outside of Maryland a copy of the SER shall be sent to the requesting school. The original SER Shall be maintained at least six years after the student has transferred.

- (iii) Non-public Special Education Students – The records of those Carroll County Public School students who are placed in a non-public special education placement shall be maintained by the student's home school. The records will be placed in a pink folder and housed with the appropriate grade level records with the rest of the students. The pink file will be moved annually with the records to the next grade level, as well as, moved from elementary to middle to high school with the rest of the student records.

e. Destruction of records:

- (i) Parental Request for SER amendment - see Request to Amend Student Records.
- (ii) Upon dismissal from CCPS special education services, the IEP Committee shall notify the parent or eligible student that after a period of not less than six years, the SER shall be destroyed. The parent or eligible student shall also be advised of the right to review the record and receive a copy of the SER. For those students who exit the IEP committee process at IEP-1, -2, or -3, (See Special Education Handbook, page 27.) the IEP committee shall use form 2.4 Section A under "other" specifying "no handicap suspected or verified at this time.
- (iii) Any part of the SER with the exception of IEP committee meeting minutes which is older than six (6) years and is no longer needed for educational decision making purposes may be removed from the record. The IEP committee shall notify the parents/legal guardians or eligible student in writing of the proposed records destruction and offer the opportunity to review the records and receive copies.
- (iv) The physical destruction of SER's shall include the tearing of the material in such a way that they cannot be reassembled and placement of the records in more than one plastic bag for routine disposal.

C. When information is received on an enrolled student from a source outside of school (i.e., physician's report, Mental Health Clinic report, etc.), that record should be reviewed by the principal or principal's designee to determine if it has any relevance to the student's educational program. If the information has any educational relevance, it shall become part of the student record and should be maintained in accordance with the above regulations. Upon transfer, such reports shall be forwarded with the student record.

D. When a parent requests that a student's records be sent to anyone other than another school, it is necessary that written permission be secured. (See Release of Student Records Consent Form.) The Department of Student Services should be informed of such requests since additional student records may be stored there.

E. Release of Records Consent Forms

1. **Educational** - Release of records from another educational institution will require the use of the Release of Student Records Consent Form.
2. **Medical** - The privacy portion of the Health Insurance Portability and Accessibility Act (HIPAA), effective April 14, 2003, requires that HIPAA covered entities have specific language in the release forms to disclose information about their patients. While education records do not need to comply with these regulations, medical care providers must. In order for the school system to receive records from HIPAA covered entities (physicians, psychologists, etc.), Authorization For Release of Medical/Psychological Records must be completed.
3. **Public/Private Agencies** – Release of records from a public/private agency will require the use of the Release of Information Among Public Agencies Consent Form.

CCPS AUTHORIZATION FOR RELEASE OF MEDICAL/PSYCHOLOGICAL RECORDS

Individual Submitting the Authorization (Parent or Guardian of Student)

Last Name: _____ First Name: _____ MI: ____
Street Address: _____ Apt. #: ____
City: _____ State: _____ Zip: ____
Student Name: _____ Student Date of Birth: _____

Person Authorized to Disclose Records

Provider Name: _____
Name and Title of Individual Disclosing Information: _____
Address: _____
Phone Number: _____

Person Authorized to Receive Records

Name of School: _____
Name and Title of Individual Receiving Information: _____
(School Nurse or Other Individual)
School Address: _____
School Telephone Number: _____

Signature for Authorization

I, (name of parent/guardian) _____, authorize the disclosure of _____ for the student specified above to the individuals affiliated with the school as indicated above. I understand that, if the persons or organizations I authorize to receive and/or use these records are not subject to the federal or state health information privacy laws, they may further disclose these records, in which case, it may no longer be protected by the health information privacy laws.

I understand that I may revoke this authorization at any time by giving written notice of my revocation to my provider. In order to obtain a revocation form to revoke this authorization, I understand that I may contact my provider's office. I understand that revocation of this authorization will not affect any action that those named or unnamed herein, took in reliance on this authorization before my provider received my written notice of revocation.

This authorization expires on ____/____/____
This authorization is good for one year after the date it is signed.

Signature (parent or guardian): _____ Date: _____

Revised 8/06

RELEASE OF STUDENT EDUCATION RECORDS CONSENT FORM

Date: _____

I hereby authorize _____
(Name of school, agency or individual)

to release to _____
(Name of school, agency or individual)

the following records *: (Indicate with an "✓" records to be released.)

- Academic Records
- School Health Records
- IEP/504 Records
- School Psychological Records
- Discipline Records
- Other (specify) _____

For: _____
(Student's Name)

(Date of Birth)

Reason for request: _____

Signed: _____

Date: _____

This authorization is good for one year from the date it is signed. I understand that I may revoke this authorization at any time via written notice.

***Please note that information released may be sent by FAX or other electronic transfer.**

If you do not want records sent this way, please check the following box and initial _____

Student Services Department

Revised 8/08

**Release of Information Among Public Agencies
Consent Form**

State of Maryland
Subcabinet for Children, Youth, and Families

To Families: We can help you better if we are able to work with other agencies that know your child and family. By signing this you are giving permission for these agencies to share information about your child. You will not be denied services which you are otherwise eligible if you choose not to sign this form.

Section I. Identification of Child

Child's Name: _____ Date of Birth: _____
Social Security #: (optional) _____

Section II. Consent of Authorized Person to Release Information Among Public Agencies

I understand that the purpose of this authorization is to allow agencies to share information and records in order to plan and provide services to the above child in a coordinated effective way. I agree that the agencies listed below may share and exchange information about my child. I understand that information exchanged under this authorization is confidential and may not be re-disclosed to any person or entity other than the Maryland Subcabinet for Children, Youth, and Families for administration of State and Federal programs serving children and families as allowed by Article 49D § 10(J) of the Annotated Code of Maryland.

I, _____, authorize the release of information and records on the above child by the following public agencies. Copies of this form will be sent to all agencies checked below.

- | | |
|---|---|
| <input type="checkbox"/> _____ Department of Social Services
Name of Jurisdiction | <input type="checkbox"/> Maryland State Department of Education |
| <input type="checkbox"/> _____ Health Department
Name of Jurisdiction | <input type="checkbox"/> Maryland Department of Health & Mental Hygiene |
| <input type="checkbox"/> _____ Public School System
Name of Jurisdiction | <input type="checkbox"/> Maryland Department of Juvenile Services |
| <input type="checkbox"/> _____
Local Planning Entity as Designated by Article 49D § 11 | <input type="checkbox"/> Other Public Agencies
_____ |
| <input type="checkbox"/> _____ | _____ |

Information Being Requested (Check all that apply. See Instruction 3.):

- | | |
|---|--|
| <input type="checkbox"/> Reports or records concerning child's psychological or cognitive abilities | <input type="checkbox"/> Education reports or records |
| <input type="checkbox"/> Early intervention reports or records | <input type="checkbox"/> Child's medical health needs/treatment/history |
| <input type="checkbox"/> Recommendation for intervention or treatment | <input type="checkbox"/> Child's mental health needs/treatment/history |
| <input type="checkbox"/> Assessment of child's family situation | <input type="checkbox"/> Alcohol/drug treatment/specifically identify information authorized to be shared) |
| <input type="checkbox"/> Other (specify) _____ | _____ |

Purpose of Request: _____

Information Requested By: _____
Signature of Agency Representative Agency Name

Agency Address Agency Phone Date

Consent To Release Information

State of Maryland
Subcabinet for Children, Youth, and Families

Special Notes:

Information from drug and alcohol abuse patient records can be obtained only when the patient signs this form and specifically designates how much and what kind of information is to be released, in accordance with 42 CFR Part 2. Confidentiality of Alcohol and Drug Abuse Patient Records.

If you are consenting to the release of Child Protective Services records collected prior to October 1, 1993, please check below if you wish to review the records at the local Department of Social Services prior to release of the information. [] Yes [] No [] NA.

You may cancel this consent in whole or in part after reviewing the Child Protective Services Records collected prior to Oct. 1, 1993.

Section III. Identification of Person Consenting to Release of Information (see instruction 4)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Relationship to Child: [] Self (minor child) (see instruction 5) [] Legal Custodian/Guardian/Surrogate (see instruction 7)
[] Parent (see instruction 6) [] Other Caretaker (see instruction 8)

This authorization can be cancelled in writing at any time, but I understand that the cancellation will not affect any information that was already released before the cancellation. Information about this case is confidential and protected by State and Federal law. I approve of the release of this information. I understand what this agreement means. I am signing on my own and have not been pressured to do so.

Signature of Person Consenting to Release of Information

Date

This authorization is good for one year from the date it is signed.

Expiration Date: _____

Section IV. Consent for Release of Information To or From Designated Private Agencies/Individuals

(For use only by parent, guardian, surrogate parent, or minor who has consented to health treatment under Title 20, Subtitle 1 of __ Health General Article.)

I authorize release of information and records to the following private agencies or individuals who are involved in the provisions of services to the child named above. The release of information and records to the designated agencies and individuals above is governed by the provisions and conditions set forth in Sections I through III. Information and records released under this authorization shall remain confidential and will not be re-disclosed to any person or entity in accordance with law.

Private Agencies/Individual: _____

Authorized Signature

Witness to Signature

Relationship to Child

Date

Witness Name (Printed)

WAIVER

Employee/Contractor Permission for Release of Personnel Records and Information to News Media

In order to permit school officials to respond to media inquiries regarding personnel issues, I _____, hereby authorize officials employed by the Board of Education of Carroll County to release information and/or documents including documents maintained in my personnel file or other files maintained by the Board of Education of Carroll County. I understand that I have the right to deny disclosure of such information and/or documents and that this authorization will allow such disclosure including any information and/or documents that are otherwise exempt from disclosure under the provisions protecting the disclosure of personnel and personal information under Maryland's Public Information Act as set forth in Section 10-611, et seq., of the State Government Article to the Annotated Code of Maryland. (Copies of applicable provisions are attached hereto). I further permit news media representatives to release this information to the public.

Signature of employee/contractor

Date

Address

City

State

Zip

NOTE: A copy of this form shall be placed in the employee/contractor's file.

WAIVER

Parental Permission for Release of Information to the News Media

In order to permit school officials to respond to media inquiries regarding my child, I, the parent/guardian of _____, hereby authorize officials of Carroll County Public Schools to release information about my child which is known by Carroll County Public Schools regarding _____. I understand that this authorization includes any information covered by the Family Educational Rights and Privacy Act ("FERPA") and COMAR 13A.08.02, et. seq. I further permit news media representatives to release this information to the public. I acknowledge that I have been notified by the Carroll County Public Schools with respect to my right to inspect, review, and seek amendment of my student's records and of my right to consent to or deny disclosure of personally identifiable student records. (Such notice is provided in the Carroll County Public Schools Informational Calendar, which is distributed to all families at the beginning of each school year.)

Signature of Parent/Guardian Date

Street Address

City State Zip

School

NOTE: A copy of this form shall be placed in the student's file.

Revised 10/01

TRANSCRIPTS

CURRENT STUDENTS

High school guidance office staff will prepare transcripts for current students at the request of the student or parent according to the following procedures and those additions established at each school.

A. Transcripts may be issued on an official or unofficial basis

1. *Official Transcripts*

Consists of a copy of the student's courses, final grades, GPA and courses in progress. The copy will be signed and dated by the counselor and stamped with the official school seal. Standardized test information will accompany an official transcript at the request of the student. The transcript will then be mailed to the office for whom the transcript was requested. An official transcript will not be faxed. Although the preferred procedure is to mail an official transcript, an official transcript may be provided directly to the student. The transcript will be stamped, in red, "This transcript was provided to the student." An official transcript may be sent electronically that is directly from the high school to colleges and universities participating in the electronic submission process.

2. *Unofficial Transcripts*

Consists of a copy of the student's courses, final grades, GPA and courses in progress. Standardized test information will accompany an unofficial transcript at the request of the student. The copy will not be signed or dated by the counselor and will be stamped "unofficial". The transcript will be given to the student or the parent to use as needed.

B. A student desiring to have a transcript sent to a school official, employer or other person outside of Carroll County Public Schools shall complete a *Transcript Request Form* and submit it to the guidance office at least two weeks in advance of the date the transcript is to be sent.

C. *Parental consent* is not required for the release of the transcript to officials or schools or school systems, outside of the LEA, in which the student seeks or intends to enroll, Since the Carroll County Public Schools provide public notice that it forwards education records on request to a school or school system in which a student seeks or intends to enroll, no further notice of the transfer is required (see Disclosure of Personally Identifiable Information).

D. Schools will provide three free transcripts for enrolled students. A \$1.00 fee will be charged for each additional transcript. Former students will be charged \$5.00 per transcript to be submitted along with their written request.

Transcript Procedures – Former Students (Duplicate Diplomas are not available)

1. Former students shall complete and sign a Carroll County Public School “Transcript Request Form” or submit a letter requesting an official transcript with the following required elements:

Current Name
Address
Phone Number
Date of Birth
Name at time of graduation/withdrawal
Year of graduation/withdrawal
School attended at time of graduation/withdrawal
Number of transcripts requested
If transcript will be picked up in-person, name of person (photo ID required).
If mailed, name and address for mailing
Signature of former student requesting transcript
Exact cash, check or money order - \$5.00 per transcript

2. Requests with a Digital Signature shall only be accepted when sent electronically and when Carroll County Public Schools can verify that the signature is authentic. Such requests shall be e-mailed to **transcript@carrollk12.org**. **The request shall not be honored until payment is received.**
3. Requests with Electronic Signatures shall not be accepted. Rather, the applicant shall complete a Carroll County Public School Transcript Form or submit a written request as outlined above.
4. All business requests for verification of graduation, via an official transcript, shall be obtained by submitting a written business request for a verification accompanied by a signed release by the individual whose graduation is being verified. There is no fee for a business request. An official transcript shall be returned via first class mail. Telephone and fax verifications of graduation, via an official transcript, shall not be honored. Allow a minimum of 10 business days from the date of our receipt for a response.
5. Business requests for verification of graduation that do not require an official transcript may be made via telephone, fax, or email. No signed release is required, and no fee will be charged. Verification of the graduation shall be made via telephone, fax, or email to the business.
6. A \$5.00 fee per transcript must accompany all transcript/graduation verification requests prior to processing the request. Exact cash, check or money orders are accepted, made payable to CCPS. A receipt shall be provided for all cash transactions. A fee of \$30 will be charged for insufficient check funds.
7. Allow a minimum of 10 business days from the date of our receipt of the request for a response.

TRANSCRIPT REQUEST FORM

ALL INFORMATION MUST BE COMPLETED IN ORDER FOR THIS REQUEST TO BE PROCESSED

A \$5 fee, per transcript, must accompany all requests prior to processing.
Exact cash, check or money orders made payable to CCPS are accepted

Date of Request _____

Name as it was when you were last enrolled in Carroll County Public Schools:

Last/Maiden: _____ First: _____ Middle Name: _____

Name as it is now, (if different than above):

Last/Married: _____ First: _____ Middle Name: _____

Date of Birth: _____ (Month, Day and Year)

High School from which you graduated or withdrew: _____

Year Graduated: _____ OR Year Withdrew: _____

Your current street address: _____

Your current City, State, Zip: _____

Daytime Phone Number: _____ Extension: _____

Home Phone Number: _____

Number of Transcripts Requested: _____

If the transcript will be picked up in person please indicate by whom (Photo Identification is required):

If the transcript is to be mailed please list the address below:

Name / Organization (if applicable): _____

Street Address: _____

City, State, Zip: _____

Authorization Notification

As the individual about whom this information is being requested, I hereby authorize Carroll County Public Schools to release information concerning my records. I understand that the recipient of the record(s) will use said document(s) for legitimate interests only and that the information contained therein shall not be further transferred or communicated to any other party or agency without my expressed written consent except under authority of Public Law 93-380, Educational Rights and Privacy Act.

A signed release may serve in lieu of the applicant's signature.

Signature of Person about whom information is being requested
(If person is 18 years of age or older)
An electronic signature shall not be accepted

Signature of Parent/Legal Guardian of above
(If person is under 18 years of age)
An electronic signature shall not be accepted

GRADUATED/WITHDREW PRIOR TO 2004

Mail to:
Carroll County Public Schools
125 N. Court St.
Westminster, MD 21157
Attn: Student Services/Transcripts
Fax: 410-751-3695

GRADUATED/WITHDREW 2004-current year
Contact your former school directly

STUDENTS RETURNING FROM RESIDENTIAL FACILITIES

- I. The transition of students from residential programs shall be coordinated through the Department of Student Services with the Pupil Personnel Worker as the specific contact person.
- II. Implementation
 - A. The school staff will notify the Pupil Personnel Worker of any student transferred to a residential facility. The Pupil Personnel Worker should notify the parent that a transition conference will be required to plan the student's transition back to school.
 - B. The Pupil Personnel Worker will contact the residential facility or community based case manager as soon as is practicable, possibly faxing the Release of Student Records Consent Form to the appropriate contact person at the facility.
 - C. The Pupil Personnel Worker will coordinate the transition. In making sound educational decisions, the Pupil Personnel Worker will involve appropriate individuals such as the Counselor, Administrator, School Psychologist, school nurse, alternative programs staff, school based mental health staff, other community agencies, the student and parent.
 - D. In situations where it is known that a residential stay is expected to be more than 30 days, the residential facilities transition letter should be used.

Revised 8/98, 5/05

SAMPLE LETTER FOR STUDENTS RETURNING FROM RESIDENTIAL TREATMENT

CONTACT PERSON
AGENCY NAME
ADDRESS

Re: Student's Name
DOB:
Home School:
Grade:

Dear: CONTACT PERSON

It has been brought to my attention that the above referenced student from Carroll County Public Schools has entered into your treatment facility. I am hopeful the student meets with success in your program.

A student's successful return to the home school depends, in large part, upon the school staff's awareness of the student's particular needs and concerns at that time. We require that, prior to the student's release from your program, an appropriate representative contact me so that a transition conference may be scheduled at the school or alternative program. That conference might include a representative from your agency, the student, a parent, a home school administrator, a school psychologist, a school counselor, a school nurse, and representative from a community agency.

Thank you for your assistance in providing a successful transitioning for our students when they return to Carroll County Public Schools.

Sincerely,

Pupil Personnel Worker

cc: Principal
Counselor
Other

Revised 2/93, 5/05

SAMPLE LETTER FOR SUBPOENAED RECORDS

Name of Parent
Address
City, State Zip

Re: Student's Name, Grade
Sch: School Name

Dear Mr./Mrs./Ms.:

Carroll County Public Schools' regulation mandates that a parent, legal guardian, and/or eligible student be notified when the local school system receives a subpoena or judicial order for student records. Carroll County Public Schools must release these records. Please be advised that a subpoena or judicial order has been issued from _____ requesting the official school records of <<student name, date of birth>>.

Any questions regarding this matter may be directed to <<Name>>, Principal of <<School Name>> at <<school telephone number>> or the Department of Student Services at (410) 751-3000.

Respectfully,

<<Name>>
Principal

C PPW
Director of Student Services

10/08

**MAINTAINED AT THE SCHOOL LEVEL
REMOVAL OF TEST RESULTS - REQUEST FORM**
(For Records Maintained at the School Level)

Name of Student:

DOB:

School:

Grade:

I am requesting that the following individual test results/report be removed from the school files and placed in the appropriate confidential file in either the Special Education or Student Services office:

_____ Psychological Report

_____ Educational Assessment

_____ Other (specify) _____

Signed (Parent or Guardian)

Date

Agree Disagree

Signed (Director of Student Services or Supervisor of Special Education)

Date

NOTE: A copy of this permission form is to be filed in:

- The IEP folder, or, in the case of a regular education student, the school confidential file, and in
- The Central Office Special Education Department or Psychological Services confidential files.

Revised 8/98, 8/99

CONFIDENTIAL

Disclosure of Student Information Due to a Threat of Health or Safety Emergency

Date: _____ School: _____

Name of Student: _____

Description of Threat of Health or Safety Incident:

Name of persons to whom disclosure was made:

_____	_____	_____
Name	Title	Agency

_____	_____	_____
Name	Title	Agency

Administrator who made Disclosure

Date of Disclosure

Department / School

c: Principal
Director of Student Services

3/09

VII – Student Records

A

Access Record Log.....	10
Appeal Procedure	13

C

Cumulative Record Order	
Elementary.....	14
Secondary.....	15
Health.....	13,16

D

Destruction of Records	28
Directory Information.....	3
Disclosure of Student Information Due to a Threat of Health or Safety Emergency	43

E

E-Mail Communication with Parents.....	4
--	---

I

Inspection/Review of Records	10
------------------------------------	----

P

Personally Identifiable Information.....	3
Procedures for inspection of records ..	10
Placement of Student Record Info	13

R

Release of Info. – Drug & Alcohol.....	33
Release of Info. – Public Agencies	32
Release of Information to the News	
Media/Employee/Contractor	34
Release of Information to the New Media Parental Permission Form	35
Release of Records	22
Educational.....	29
Medical/Psychological.....	29
Public Agencies/Private Practice....	29
Removal of Test Results Form	42
Request to Remove Test Score.....	12
Request to Amend Student Records ..	11
Retention, Disposition & Destruction of Records.....	18

S

Special Education Records	21
Student Records Retention Schedule	20
Student Records.....	1
Students Returning from Residential Facilities.....	39
Form Letter.....	40
Subpoena Improperly Served Ltr.....	8
Subpoenaed Records (sample letter) .	41

T

Transcripts	36
Transcript Request Form.....	38
Transferring Student Records	22
to a public school within Carroll Co.	22
to another local Unit public school in Maryland.....	22
to schools out of state.....	23
to a nonpublic school.....	23
children in state supervised care ...	23
Transfer of Info by Third Parties	17

W

Waiver of Rights Regarding Student Records.....	17
--	----