

THE SCHOOL DISTRICT  
OF  
OSCEOLA COUNTY, FLORIDA



STUDENT RECORDS HANDBOOK

Records Management Department  
Guidance Services

*Revised 08/27/11*

## INDEX

Creating Cumulative Folders .....	1
Storing and Filing Cumulative Folders.....	3
Confidentiality and Student Records Access .....	4
Student/Parent Rights.....	5
Request to Review or Release Records by Student/Parent .....	6
Directory Information.....	7
Transfer of Student Records within the District.....	7
Release of Student Records to Schools, Colleges, or Agencies Outside the District .....	8
Subpoenas/Court Orders .....	10
Records Storage .....	10
Permanent Retention .....	12
Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.).....	13
When to Send Students/Parents to Records Management.....	13
Laws Governing Education Records.....	14
Contact Information.....	14
Preparing Inactive Student Records for Storage.....	15
Sample Subpoena Letter to Parent.....	16

# Student Records Handbook

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## Creating Cumulative Folders

This folder will contain the student's education records and will follow the student from school to school until graduation or withdrawal from the district. These records are for the educational benefit of the student and are maintained according to the Federal Educational Rights and Privacy Act (FERPA), Florida Statutes, State Board rules, and our district board rules and policies.

- Each student should have one record only.
- Upon registration, check the TERMS S301 screen to see if the student has been enrolled in our district in the past. If so, check the S319 screen and request the cumulative folder from the last school listed. If it has been five or more years since the student last attended, you may need to request the cumulative folder/records from the Records Department. FirstClass is secure, so requests for records (including student name and ID number) may be sent within our district.
- If the student is new to our district, you will need to create a cumulative folder. You will also request records from the student's previous school, unless they are an Osceola County student entering school for the first time (PK or Kindergarten).
- If you receive records from the previous school via fax, when you receive the originals through the mail, you should shred the faxed records to avoid filling the cumulative folder with duplicates.

When you create a new cumulative folder, write legibly and fill in all necessary information. Some schools type the information and others use labels – both of these are acceptable. The important thing is to have the information, especially the name and student ID number, on the front of the folder.

Following is a list of items that belong in the cumulative folder and the order in which they should appear:

### CUMULATIVE FOLDER GUIDE

#### Order of Documents

- Records Access/Disclosure Log/Requests for Records (ex: SSI requests, out-of-state, private, or other district schools, subpoenas, etc.)
- Report Cards/Transcripts (Grades 9-12 - Place signed transcript in cumulative folder when student graduates or withdraws from the county)
- Test Scores (FCAT, GRADE, DIBELS, and any other standardized tests)
- Progress Monitoring Plans – elementary school (formerly AIP)

- Academic Improvement Plans – middle and high school
- Registration Forms & Information (Including Proof of Residency)
- Birth Certificate
- Social Security Card Copy (if found in folder)
- Legal Documents regarding Custody, Guardianship, Name Change, etc.
- Withdrawal Forms
- Correspondence regarding Administrative Placement, Retention, etc. (3<sup>rd</sup> grade good cause exemption back-up portfolio)
- Red/Orange ESOL Folder
- Green ESE Folder
- Purple Speech Folder
- Blue Transition Folder
- Yellow 504 Folder
- Gray Child Study Team Folder
- RTI Folder (Manila with Purple Label)
- Photo Card (front or back)

Student cumulative health records are stored in the locked health room at the school. These folders are only accessible by the health care staff and the principal or designee. They are boxed and transferred as students move from elementary to middle and from middle to high school. When a student withdraws, the health folder should be filed in the cumulative folder.

Professional treatment records are stored separately from the cumulative health records in the health room. These records are never placed in the cumulative folder. The health care staff is responsible for maintenance and storage of these records.

Discipline records are filed in the school office of the dean or assistant principal. Discipline records are not to be stored in the cumulative folder. If a student is expelled, the final letter of expulsion is the only document to be placed in the cumulative folder.

Below is a sample of items that don't belong in the cumulative folder:

Items That Don't Belong in the Cumulative Folder

- Teacher-made Tests
- Writing Samples
- Art Work
- Ribbons & Awards
- E-mails
- Arrest Information (student or parent)
- Copies of Parent's Social Security Card
- Copies of Passports (it is illegal to copy these)

- Test Booklets
  - Practice Tests ex: FCAT, SAT, PSAT, etc.
  - KBIT & WRAT or other achievement screeners – copy face sheet for cumulative folder, send test to Student Services
- Discipline Records
- Health Records (except at withdrawal)

### **Storing and Filing Cumulative Folders**

- Student records should be stored in locked filing cabinets or in locked rooms with limited, controlled access.
- Active cumulative folders should be filed alphabetically by grade, or in one alphabetical collection for the entire school.
- Some schools file the ESE folder with the cumulative folder; others file them separately for convenience of ESE staff. However they are stored, they also must be in either locked file cabinets or a locked room.
- Inactive cumulative folders (including ESE files and health folders) for graduates or withdrawn students should be filed alphabetically, all grades together by school year.

Example:           FILE CABINET DRAWER(S)  
                          A – Z Inactive Files  
                          7/1/2008 – 6/30/2009  
                          or  
                          2008 - 2009

When filing, make sure that each document you place into a student’s cumulative folder actually belongs to that student. Sometimes papers for several students are clipped together and end up filed together. Always check each page for a student name. Also, we have many students with the same first and last name, many times in the same grade at the same school. Be especially careful to check student ID numbers and make sure that each cumulative folder contains the correct records.

Filing should be done in a timely manner to ensure that cumulative folders are complete and up to date. Before records are boxed for transfer from elementary to middle and from middle to high schools, make sure that all records have been filed in the correct cumulative folders.

A good policy is to file early and file often.

**Confidentiality and Student Records Access**

Student records are confidential and exempt from public disclosure requirements. Access to cumulative folders is restricted to those individuals and circumstances designated by law.

**THE FOLLOWING SCHOOL DISTRICT PERSONNEL MAY ACCESS STUDENT EDUCATION RECORDS WITHOUT THE CONSENT OF THE STUDENT/PARENT:**

**SUPERINTENDENT  
DEPUTY SUPERINTENDENTS  
ASSISTANT SUPERINTENDENTS  
PRINCIPALS  
ASSISTANT PRINCIPALS  
DEANS  
GUIDANCE COUNSELORS  
ESE STAFF  
ESOL STAFF  
TEACHERS  
GUIDANCE OFFICE STAFF  
RECORDS DEPARTMENT STAFF  
STUDENT SERVICES STAFF  
OTHER SCHOOL STAFF WHO HAVE A LEGITIMATE EDUCATIONAL INTEREST  
IN THE INFORMATION CONTAINED IN THE RECORDS  
1002.22 Florida Statutes**

Keep in mind that only those district personnel who have a legitimate educational interest in the student's records may have access. Know your school's policy regarding removing cumulative folders or records from the records storage room, and whether there is a sign out/in log.

At no time are students, including student assistants or volunteers working in the school office, allowed access to any student records other than their own.

An access log (FC-600-2333) must be included with each cumulative folder. Newer folders have the log printed on the inside. This log documents those who have accessed the student file. Record requests from schools or agencies outside the district should also be placed in the student's cumulative folder for permanent retention.

Remember that the student information in TERMS is governed by the same confidentiality laws as the paper files. Access is password protected and the screen should be locked when not attended. Student data stored on any portable devices should be locked away and protected from loss or disclosure. No student information should be sent outside our district via e-mail unless encrypted.

Any student information to be discarded must be shredded, and never thrown in a trash can or recycle bin. It can be shredded at the school or department, or boxed and sent to the Records Department for destruction.

### **Student/Parent Rights**

The rights of students and their parents regarding the education records created, maintained, and used by the district are protected in accordance with FERPA. Those rights are published annually and include:

- Right to access, including the right to inspect and review
- Right to waive their access in certain circumstances
- Right to challenge the content in order to ensure that the records are not inaccurate, misleading, or otherwise a violation of privacy or other rights; and to a hearing
- Right to privacy

Know what records are considered personally identifiable information and remember that they fall under the privacy rights of students/parents. This includes information such as a student's ID or social security number, parent's or other family member's names, and a list of characteristics or other information that would make the student easily identifiable. Release of records requires a written release from the parent/student, except to those individuals or agencies designated by law.

Divorced parents are entitled to these rights, even if they do not have custody of their child, unless there is a court order or other legal document denying them access to their child's records. The custodial parent must provide such documentation.

When a student turns eighteen (18) years old or is attending a postsecondary educational institution, the rights regarding student education records transfer to the student. A parent can only access their adult child's records with permission of the child unless the adult child is still a dependent, as defined in the Internal Revenue Code and as shown on the parent's federal income tax return. However, a student of any age may request to see his/her cumulative folder.

## **Request to Review or Release Records by Student/Parent**

When a student/parent requests to inspect or review a cumulative folder, or receive copies of records, they must put their request in writing and verify their identity with current photo ID. A passport is an acceptable form of ID, but cannot be copied. Note that the requestor's identity was verified with a passport. Color copies of driver's licenses are illegal. If you are provided with a color copy, make a black and white copy and shred the color version.

If the requestor is an adult, confirm the relationship to the student by checking the birth certificate in the cumulative folder and/or the TERMS S315 screen. There may also be other documentation in the student's record assigning guardianship or rights regarding the child. Remember that divorced parents may still have access to their child's records, even if they don't have custody, unless there is a court document denying those rights.

Here are the guidelines for records review:

- Offer to set up an appointment for the student/parent to view records at a convenient time during normal business hours. You are not required to give them immediate access to the records, but must grant their request within a reasonable period, and no more than 30 days after receipt of request.
- You must review the cumulative folder before allowing a student/parent to view the records. (Check to make sure that all current records are filed, including latest report card.)
- Remove any documents that were filed incorrectly and that don't belong to that student.
- Redact information regarding other students from records in the file. (To redact, you must make a copy of the record, black out any information regarding other students, then copy again.)
- Sit with the individual the entire time they are viewing the records.
- They are not allowed to remove, add to, or mark the records.
- Attach a sticky note to any pages the student/parent wants copied.
- Have the student/parent wait outside the office or in the lobby while you make copies, then replace the records in the cumulative folder in proper order.
- There is no charge for copies of only a few pages; if they want a copy of the entire file, advise them that there will be a charge, give them an estimate, and let them know when the records will be ready. You may request payment before making copies if the request is for a large amount of records. (Fees are 15¢ for single sided pages, 20¢ for double sided pages, and \$1.00 per page for certified copies.)

## **Directory Information**

Directory information may be released without consent of the student/parent. Notice is provided each year of the student information that falls under the category of directory information. This information can include: name; address; listed telephone number; date and place of birth; participation in officially recognized (school sponsored) activities and sports; weight and height of athletic team members; dates of attendance; degrees and awards received; major field of study; and most recent previous educational institution attended.

The No Child Left Behind Act requires that we provide students' directory information to military recruiters upon request. These requests are directed to the Information Services Department.

Parents/students can opt out of having directory information published, or given to the military, or both by providing a letter stating such to their school. This request must be submitted each year.

In general, no student lists are released.

## **Transfer of Student Records within the District**

When a student transfers from one school to another within the district, the student's entire cumulative folder will be sent to the new school upon request. This includes the health information folder and any ESE or ESOL records. An immediate request for the records should be issued upon the student's enrollment/transfer. It is essential to respond in a timely manner. Every attempt should be made to ensure that each student has only one record. Do not create a second (duplicate) cumulative folder unless all efforts to locate the student's original record have been exhausted. Duplicate records create the potential for lost information. A student's records must be at the school he/she is currently attending to make certain that proper educational services are being provided.

Requests for student records can be sent via FirstClass. The student's full name and ID number should be included in the request. Student records can be sent from school to school through the courier system. On occasion, a staff member may pick up a cumulative folder and deliver it to a school. Student education records should never be left in a car, whether in the trunk or on the seat, or at a staff member's home, due to risk of loss or disclosure of confidential information.

Cumulative folders are to be transferred between schools for students who are rolled over (elementary to middle and middle to high school). These are to be boxed and

transferred at a time designated by Guidance Services. All filing should be completed before transfer. Parent copies of grade reports and standardized test results can be shredded as long as the original is in the cumulative folder and can be copied at parent request. Cumulative health records are boxed separately and transferred at the same time.

If a parent withdraws a student over the summer before the next school year starts, the cumulative folder should be sent back to the last school attended. The TERMS S319 screen will show the withdrawal date and code.

If a student is a no-show at their middle school (new sixth grader) or high school (new ninth grader), the S319 screen will show them as a DNE, so the cumulative folder remains at their new school. Once school starts a DNE is not deleted unless the student enrolls in another one of our district schools and has not attended elsewhere. Also, if a parent withdraws the student on or after the first day of the new school year, the cumulative folder remains at the new school and will be filed with that year's withdrawn student folders.

In some instances a parent enrolls a student, who has never attended in this district, over the summer and then withdraws them prior to the start of school. When that happens, place that student's records with your withdrawals for the year. You should retain these records for one year. If, when you are boxing your withdrawals you find that this individual never returned to our district, you should contact one of the data quality analysts in the Information Services Department to remove the student from TERMS. You can then shred the documents you have for that student.

### **Release of Student Records to Schools, Colleges, or Agencies Outside the District**

Except as allowed by law, release of student education records requires a written release from the student/parent.

When a student withdraws during the year, the original cumulative folder is retained and filed with withdrawals for that school year. The health folder should be filed with the cumulative folder at this time. Requests for student education records from schools outside our district, including private and charter schools, should be in writing. If a request is made by phone, advise the individual calling to fax or mail a request on their school letterhead. Parent/student signature is not needed when the request is from a school in which a former student intends to enroll. Copies of the records can be mailed directly to the school. **Never send original records out of the district.** Bellalago Charter Academy is the only exception to this rule; original cumulative folders are sent to them.

Records may not be withheld due to non-return of textbooks, overdue library books, or any other fees owed. Requests should be complied with in a reasonable time but never more than 30 days after receipt of the request.

Upon request, copies of the following records are sent to the student's new school:

- Completed withdrawal form
- Transcript or report cards, including letters regarding retention or administrative placement
- Test information
- Academic Improvement Plan / Progress Monitoring Plan
- Legal documents including those regarding custody, guardianship, name change, etc.
- Birth certificate
- Immunizations
- Physical
- Discipline resulting in suspension or expulsion
- If applicable:
  - 504 plan
  - ESOL placement (summary pages at the front of the folder)
  - Response to Intervention
  - ESE information
    - Psychological report
    - Eligibility and placement paperwork
    - Latest IEP
    - Dismissal paperwork

Colleges usually request a transcript only. If the request is on college letterhead or their transcript request form, a student signature is not needed. Again, the transcript can be mailed directly to the college. An official transcript can be provided at the school of graduation for recent graduates. If colleges require a copy of immunizations (blue 680 card), that copy must be made from the actual cumulative folder health file. Recent graduates (within the past three years) will need to obtain a copy of their immunizations from the school from which they graduated.

Companies requesting graduation verification must fax or mail a release signed by the individual, not an electronic signature, before information can be released.

If requests for student information are made by phone, you must first verify the identity of the caller. Legitimate callers will furnish information so that you can return their call, confirming that they work for an agency to which we can legally provide information.

## **Subpoenas/Court Orders**

When you receive a subpoena or court order, you must provide the requested records. Subpoenas for current students should be sent to the school where the student is enrolled, or to the school that still has possession of the student's cumulative folder. Subpoenas for students whose records are stored at the Records Center should be sent to the Records Management Department.

If the subpoena requests any and all records, you must provide a copy of all documents in the student's file, including any notes or other documents found there. Read the wording of the subpoena carefully. Some are now requesting electronic records and all information stored in any devices or systems. Remember to redact any information regarding other students. It is illegal to remove documents from a student's folder once a subpoena has been received.

FERPA requires that we attempt to notify the student/parent of the receipt of the subpoena and our intention to comply. If the subpoena is for a current student, the letter must be sent to the student's parent(s) at their home address. For former students, you must call the attorney listed on the subpoena to receive either the name and phone number of the attorney representing the student or the student's current address. If the attorney for the student will not release the student's information, you can address the letter to the student's attorney. Some attorneys will give a verbal "okay to release records" when you speak with them. If so, document who you talked to, and record the date and time you spoke with them. A sample letter to the parent is attached on page 16. If you have questions about responding to a subpoena, call the Records Management Department for assistance.

## **Records Storage**

- Cumulative folders for graduates and withdrawn students must be filed alphabetically by last year of attendance and stored at schools for at least three years.
- All high school student folders should include a signed transcript upon graduation. The withdrawal codes on the TERMS S319, S316, and S313 should match.
- All withdrawn high school student folders should contain a transcript.

When you are ready to box records for storage, data entry staff at your site should order the TERMS report to assist with boxing records correctly. Following are the steps for ordering reports:

- ✓ Order site <http://student.osceola.k12.fl.us/>
  - ✓ Sign in with TERMS UserID and Password
  - ✓ Select Order Reports Online
  - ✓ Click on Show Me My Options
  - ✓ Select report RECORDWITH or RECORDGRAD (for high schools only)
  - ✓ Under Input, Enter Values – School initial, School number, School year (enter four digit year ex: 2007), Grade level (enter all grade levels)
- Records must be stored in records retention boxes only, which are ordered from the district warehouse, item #PP10508.
  - Boxes should be packed ¾ full to allow for access and possible future filing.
  - All filing should be completed before boxing records.
  - You may remove items that don't belong in the cumulative folders, but should use caution. Duplicate records may be removed also. Actual purging will be done by Records Management staff prior to records being microfilmed. Remember to shred all items removed from student folders.
  - File the records by school year with the use of the TERMS list and the S319 screen.
  - If an ESE student graduates, then returns to attend school until age 22, the cumulative folder should be filed with records for the last year of school attended, not the year of graduation.
  - If you find cumulative folders for students that have re-enrolled, send the files to the students' current school.
  - If you find cumulative folders for students from previous years that have already been sent for storage, contact the Records Management Department and send the files to them.

When using the S319 screen to determine the student's last year of attendance, make sure that you look at the *Year* date in the top right of the screen, instead of the *Wdate*. In the example below the student withdrew on September 30, 2000. This cumulative folder belongs in the **2001** school year, not 2000.

```

Panel:                               S319. Enrollments                               S: 0000  Y:
2010 R
  Stdt      K                               E S St Y Schl Gr Cl Thm Hmrm Tm Csl
  0000000          Student, Sally                               C
                                                           N
-----
A T Ecd Edate Schl Gr Cl Thm Hmrm Tm Csl Asg-Schl P Wcd Wdate Pr DN Dis Year Y
  R  E01 080400 0201 9  02                               W3A 093000  N          2001
    
```

When you have finished boxing and indexing the records, send the white copies of the records inventory sheets to the Records Management Department. (See instruction on page 15.) They will send bar codes to you to place on the boxes. As space allows, the Records Management Department collects student records of graduates and withdrawn students for storage in the Records Center. You will be contacted when pick ups are being scheduled and will be sent a pick up sheet for your boxes.

### **Permanent Retention**

Student education records are stored at the Records Center for at least five years beyond the school year listed on the inventory sheet. After that time, the cumulative folders are purged and prepared for microfilming. Florida Administrative Code designates which records must be maintained permanently (Category A) and those that can be destroyed when they have met their legal retention (Category B) prior to being filmed.

#### Category A records:

1. Pupil's or student's full legal name (legal name changes)
2. Authenticated birth date, place of birth, race and sex
3. Last known address of the pupil or student
4. Names of the pupil's or student's parent or guardian
5. Name and location of last school attended
6. Number of days present and absent, date enrolled, date withdrawn
7. Courses taken and record of achievement, such as grades, units, or certification of competence
8. Date of graduation or date of program completion
9. Immunizations

#### Category B records:

1. Health information (excluding immunizations)
2. Family background data
3. Standardized test scores
4. Educational and career plans
5. Honors and activities
6. Work experience reports
7. Teacher comments
8. Reports of student services, or exceptional student staffing committees, including all information required by Section 1001.42(1), Florida Statutes
9. Correspondence from community agencies or private professionals
10. Driver education certificate
11. A list of all schools attended
12. Written agreements of corrections, deletions or expunctions as a result of meetings or hearings to amend educational records

If a student returns to our district after his/her records have been microfilmed, Records Management staff will print a copy of all records filmed and send them to the current school. A new cumulative folder must be created for that student.

At times, cumulative folders are found in storage in the Records Center for students that have returned. When these are found, they are sent to the student's school to be combined with current records. Again, each student should have only one record.

**Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.)**

High schools transmit transcripts to colleges and to Bright Futures for graduates. When students call to check the status of the transmission, school staff should provide the information. Students also have a responsibility to check with their college or scholarship provider. If there is a problem, school staff should contact the Information Services Department then call the student. Do not direct these students to call the Records Management or Information Services Departments. Records Management staff are not able to provide any details about the student's status and have to refer them back to their school.

**When to Send Students/Parents to Records Management**

The Records Management Department stores education records of students that have been out of the district for at least three years. Records Management staff provide official transcripts and copies of other items to students upon request. We also have attendance registers dating back to 1887. These registers, created long before permanent record cards and cumulative folders were in use, are the only record for students that attended our schools at that time. Records Management staff respond to graduation verifications and requests from Social Security for former graduates who are dealing with issues such as returning to college, searching for employment, and preparing for retirement.

Know what records are still on-site at your school. Don't send current students to the Records Department for copies of immunizations, changes to records (ex: to correct spelling of name, SS#, etc.), questions that should be addressed by guidance, or any other reason that must be dealt with by school staff. Students and parents should not have to drive from their school to the Records office, then be told they have to return because the records are still in storage at their school.

In all matters, remember to stay within the law. Our responsibility is to our students, both current and past.

## **Laws Governing Student Education Records**

- Family Educational Rights and Privacy Act (FERPA) / also known as The Buckley Amendment of 1974
  - 20 U.S.C 1232(g)
  - 34 C.F.R. Part 99
- No Child Left Behind Act of 2001 (NCLB)
- State Board Rule – Florida Administrative Code 6A-1.0955
- Florida Statute 1002.22
- School Board Rules 5.70\*+, 5.71+, and 5.711+

## **Contact Information**

### **For questions concerning records or forms issues:**

Records Management Department 407-870-4605 or x 67103

DeAnn Miller, Supervisor

Donna Rowan, Records Clerk

### **For questions concerning guidance issues including scheduling and graduation requirements:**

Sara Schumacher, Coordinator of Guidance Services 407-870-4841 or x 65266

### **For other issues regarding active students including registration, out-of-zone, health services, and discipline contact:**

Student Services Department 407-870-4897 or x 65550

**PREPARING INACTIVE STUDENT RECORDS FOR STORAGE  
USING A TERMS LIST FOR "STUDENT RECORDS INDEX"**

The TERMS printout will be your master "Student Records Index" providing a list of all the student records in your boxes. When you receive your printout:

1. Compare files against printout. If necessary, use black ink when making changes to list. Authorized personnel must make TERMS changes only.
2. The printout lists students who have withdrawn/graduated BEFORE the August beginning date of the next school year. Therefore, file "summer" withdrawals/graduates (ex.: before 08/07/06) in the school year to which they pertain (2005-2006). File withdrawals/graduates AFTER the start of the school year (ex. after 08/07/06) with 2006-2007 records.

Solutions to common issues:

- a. File on list, but incorrect spelling of name, DOB, SS#, etc.?  
-Change directly on printout and in TERMS
- b. Name on list twice?  
-Leave each entry on list "as is".
- c. Name on withdrawal list but no file?  
(Student likely withdrew from your school and reenrolled at another school so file is at that school or later withdrawal year)  
-Cross name off list and write **NF** at the beginning of the students name line (NF = no file)
- d. Name not on graduate list, but student is a verified graduate of that year?  
-Check TERMS to determine why student doesn't show on list. If appropriate, correct TERMS. Place file in alphabetical order in box, add ALL info. on that student to graduate list.
- e. Name not on withdrawal list because student enrolled in program that doesn't request entire cumulative folder (ex. Community High) so you have file?  
-Place file in alpha order in box, add ALL information on student to withdrawal list.

3. When you begin a new box, draw a line between the names and write in new box #. DO NOT CUT LISTS!! Place entire alpha list in the front of the first file, in the first box.
4. DO NOT OVERSTUFF BOXES! Please leave room for future filing into the folders.
5. Complete a "Records Inventory" form for each box. SAMPLE BELOW. Immediately send white copy to Records. Place ALL other NCR copies in pocket and stick pocket under handle of box.

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA  
RECORDS INVENTORY**

PLEASE PRINT - Complete below after referring to the Records Management Manual with State General Records Schedules: Book types GS7, GS1-L, SDOC and Item #'s.

**BOX # 12344**

FACILITY #: Your Facility		SCHOOL or DEPT. NAME: Your Facility Name			RECORDS INVENTORIED BY STAFF: Your Name				Date
					First Name		Last Name		Date
BOOK TYPE GS7 GS1-L SDOC	BOOK ITEM # & A or B	RECORDS TITLE(S) (Give State title 1 <sup>st</sup> , then SDOC title)			O-Orig. D-Dup.	KEEP # yrs	SCHOOL YEAR/DATE RECORDS BEGIN Month / Day / Year	SCHOOL YEAR/DATE RECORDS END Month / Day / Year	RM USE
GS7	90A	Student Education Records - Cumulative Folders			O	P	2005	2006	
		Graduates / or Withdrawals							
		Student Last Name, First Name							
		through							
		Student Last Name, First Name							
RECORDS USE ONLY				DB in Date		DB out Date			
____/____/____ Rec'd				____/____/____ Int.		____/____/____ Int.			

White: Send to Records Dept upon completion Yellow: Dept/school Records Contact file Pink/Gold: Box Pocket An Equal Opportunity Agency FC-260-0786 (Rev.12.05)

VIA CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

*Date*

*Parent/Guardian Name*

*Address*

*Address*

RE: Subpoena Duces Tecum without Deposition (*list as on subpoena*)  
*Student Name*

Dear *Parent/Guardian Name*:

We have received the enclosed subpoena requesting the release of your *son's/daughter's* student education records. Under Florida law, each student has a right of privacy with respect to personally identifiable information. Student records may be released in compliance with a subpoena issued by a court of competent jurisdiction only after the student has been notified of the subpoena in advance of compliance. Section 1002.22, Florida Statutes.

Please be advised that we will be releasing the requested information on *date listed on subpoena* **or ten (10) business days from the date you receive this notice**. In the event you wish to protest the release of the information requested, you should immediately retain legal counsel. Please be advised that pro bono (free or low cost) legal services may be available in Osceola County from Community Legal Services of Mid Florida at (407) 841-7777.

It is the policy of the Osceola County School Board to protect the privacy interest of its students. If I can be of further assistance to you regarding this matter, please feel free to contact me at *phone number*.

Sincerely,

*Name*

*Title*

Enclosure (*enclose copy of subpoena*)

cc: *Name of attorney listed on subpoena*, Esquire