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ADMINISTRATIVE MEMORANDUM NUMBER SEVENTY-THREE
MANAGEMENT OF STUDENT RECORDS

A. Introduction

Complete and accurate records are essential to student education. The primary repository for student records is in student cumulative record files (cumulative files). In Granite School District, the school principal has the responsibility to ensure proper maintenance of student records, including but not limited to cumulative files, and to provide appropriate and adequate training to staff regarding the storage, use, and release of student records. This policy is to be administered in accordance with the Family Educational Rights and Privacy Act (FERPA) and in compliance with the Government Records Access and Management Act (GRAMA).

B. Maintaining Records

1. Cumulative files shall be maintained for every student attending school in the District. All cumulative files shall be maintained in the District's online document management system. The following records shall be included and maintained in the cumulative file:
 - Immunization records
 - Birth certificate
 - Proof of residency
 - Achievement test scores
 - Report cards/grades
 - Transfer grades from outside Granite School District
 - Transcripts
 - Relevant legal documents (e.g. custody determinations, protective orders, guardianship orders, etc.)
 - Other documents incident to a student's education

2. Files containing information regarding specialized services, supports, or accommodations may be maintained in the District's online management system under separate tabs with password-protected access including, but not limited to: student support team forms, 504 plans, health plans, emergency plans, and behavior plans/contracts (student IEP's are stored in a separate document management system).

3. Cumulative files shall not contain confidential medical information, social history, teachers' notes, reports from outside agencies, or other sensitive information that is not legitimately part of the student's permanent education record.

C. Retention

1. Cumulative file information should be retained for three (3) years after the graduation date or anticipated graduation date of every student, except for the official transcript, which shall be retained for all 9th – 12th grade students permanently in the electronic archive.
2. All information regarding students receiving special services, supports or accommodations, including student support team forms, 504 plans, health plans, emergency plans, and behavior plans/contracts, shall be retained for a minimum of five (5) years after termination of those services.
3. The District Student Information System stores student directory information.

D. Releasing Records

Student records shall be maintained and released in compliance with FERPA and according to Administrative Memo 45. Generally, schools must have written permission from a parent, guardian, or eligible student (over 18 years old) in order to release any student information to a third party unless the request or requesting party qualifies under an exception to FERPA.

E. Transferring Records

Student records should only be transferred to the receiving school after written requests are received. Schools shall send student records pursuant to such requests within thirty (30) days for regular students and within ten (10) days for a child of a military family. Written parental permission is not required when transferring student records from one school to another (educational provider exception). When transferring files, the school shall:

1. Maintain a record of the date the transfer request was received and the date and location of the transfer.
2. Discard duplicate and non-essential materials making sure test scores, report cards, immunization records, and other essential student information is sent.

/s/

Martin W. Bates
Superintendent