

## **STUDENT RECORDS**

All schools in this district are required by Idaho law to request the records of a transfer student from the former school within fourteen (14) days of the transfer of the student.

Any school in this district receiving a request to transfer the records of a former student must forward the transferred student's records to the student's new school within 10 days of receipt of the request for the records. The following exceptions apply to the requirement to forward the records:

1. The records are not transferred if they have been "flagged."
  - a. A student's record is "flagged" by the school upon notification by law enforcement of a missing or runaway child report.
  - b. If a "flagged" record is requested, the school must notify law enforcement of the request for the "flagged" record.
2. A school can remove the "flag" from the record only upon notification by law enforcement of the return of the child.

No provisions exist for any school in this district to withhold a student's records until outstanding fines or fees are paid.

## **DISCIPLINARY RECORDS**

When a school record contains information of violent or disruptive behavior or disciplinary action of a student, the information must be included in the transfer of student records.

The disciplinary information must be transferred, following the time-lines set forth above, by putting it in a sealed envelope, marked confidential and addressed to the principal or other administrative officer.

In the event this district, or any school in the district, reports a crime committed by a student with a disability to law enforcement copies of all special education and disciplinary records of the student must be transmitted for consideration by the appropriate authorities to whom the crime was reported.

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**LEGAL REFERENCE:**

Idaho Code Sections

33-209

33-603

18-4507 *et seq*

IDEA Amendments of 1997, 20 USC Chapter 33 Section 1416(k)(5)(B)

**ADOPTED:** February 25, 1998