

EDUCATION RECORDS – TYPES & LOCATIONS

Purpose: To help parents (and students age 18 or over) locate education records for review.

Pursuant to Florida Administrative Code (FAC) 6A-1.0955 (7)(e), “Each school board shall adopt a policy for educational records which shall include...a listing of the various types and locations of education records maintained by the educational agency and the titles and addresses of the officials responsible for those records.” This listing is referenced in School Board Policy 5100.1, *Student Records: Confidentiality and Family Educational Rights*, Section IV(K), Review of Education Records, and also available at browardschools.com/privacyinformation. Both the FAC and our policy align with the Family Educational Rights and Privacy Act (FERPA), 34 CFR 99.10, which states, “a parent or eligible student must be given the opportunity to inspect and review the student's education records” (with certain exceptions listed in 99.12).

Type	Title of Records Custodian	Address
Before & After School Child Care Program records	Director, Before and After School Child Care 754-321-3330	Rock Island Professional Development Center, Bldg. 1 2301 NW 26th Street, Fort Lauderdale, FL 33311
Behavioral Threat Assessment records	School Principal or designee	At each school's administrative office.
Child Abuse records (SBBC form)	Supervisor, Child Abuse and Neglect Prevention Services, 754-321-1569	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 th Court Ft. Lauderdale, FL 33311
CUM folder (hard copy)	School Principal or designee	At each school's administrative office.

Type	Title of Records Custodian	Address
Discipline records: Expulsion	Assistant Director of Expulsion, Student Support Initiatives, 754-321-1670	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 th Court Ft. Lauderdale, FL 33311
Discipline records: Suspension	School Principal or designee	At each school's administrative office.
Due Process records	School Principal or designee	At each school's administrative office.
Electronic records (TERMS) - centralized, digital electronic copy. Categories include: <ul style="list-style-type: none"> • Demographics • Assignment History • Academic History • Attendance • Testing • Discipline 	Director, School Applications, Information and Technology Dept., 754-321-0329	TSSC Bldg. 7720 W. Oakland Park Blvd., Sunrise, FL 33351
English Language Learner (ELL) Plan and Folder	English for Speakers of Other Languages (ESOL) Contact or School Principal	At each school's administrative office
Family Counseling records	Supervisor, Family Counseling Program, Student Services Dept., 754-321-1590	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 th Court, Bldg. 1 Ft. Lauderdale, FL 33311
Free & Reduced Lunch (FRL) records	Program Coordinator – Meal Benefits, Food & Nutrition Dept. 754-321-0250	TSSC Bldg. 7720 W. Oakland Park Blvd., Sunrise, FL 33351

Type	Title of Records Custodian	Address
Health records	School Principal or designee	At each school's administrative office.
<p>Individuals with Disabilities Education Act (IDEA)/Exceptional Student Education (ESE) records - considered part of the CUM folder</p> <p>Additionally, electronic ESE records are maintained in the EdPlan database.</p>	Local Education Agency (LEA) representative (Principal)	<p>At each school's administrative office (and)</p> <p>Exceptional Student Learning Support (ESLS) (Electronic Management System Manager)</p> <p>Arthur Ashe, Jr. Campus 1701 NW 23rd Ave, Suite 275, Ft. Lauderdale FL 33311</p>
School (Guidance) Counseling records	Guidance Counselor	At each school's administrative office.
School Psychology – Evaluation records	School Principal or designee	At each school's administrative office.
School Social Work records	Director, Student Services Dept. (754) 321-1550	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 th Court Ft. Lauderdale, FL 33311
Section 504 / Americans with Disabilities Act (ADA) records	Section 504 Liaison	At each school's administrative office.
Student Behavior records, including bullying	School Principal or designee	At each school's administrative office.
Substance abuse treatment records	Substance Abuse / Expulsion Abeyance Case Manager, Student Services Dept. 754-321-1550	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 th Court Ft. Lauderdale, FL 33311

Type	Title of Records Custodian	Address
Suicide Risk Assessment records	School Principal or Designee	At each school's administrative office.
Transcripts (current students) i.e. Senior applying to college	Registrar	At each school's administrative office.
Transcripts (former students, including graduates, withdrawn, adults, technical)	Supervisor, Records Retention, Information and Technology Dept., 754-321-3151	TSSC Bldg. 7720 W. Oakland Park Blvd., Sunrise, FL 33351

RECORDS NOT CONSIDERED EDUCATION RECORDS

Type	Title of Records Custodian	Address
Behavioral Health Partnership records maintained by outside agencies* Note: Parent consent forms for SSBC to share information with these outside agencies <u>are</u> education records.	SEDNET Project Manager, Exceptional Student Learning Support (ESLS), 754-321-3400	Arthur Ashe, Jr. Campus 1701 N.W. 23 rd Avenue Ft. Lauderdale, FL 33311
Law Enforcement records*	Chief of Police, Special Investigative Unit (SIU), 754-321-0735	TSSC Bldg. 7720 W. Oakland Park Blvd. Sunrise, FL 33351

*Records created and maintained outside of our District (i.e. by outside providers who are not contracted by SBBC) are **not** considered educational records covered under FERPA. Likewise, records created by the District’s law enforcement department, Special Investigative Unit (SIU), solely for a law enforcement purpose and maintained by SIU, are not covered by FERPA. See SBBC Policy 5100.1, *Student Records: Confidentiality and Family Educational Rights*, Section II (B), for more information on types of records that are NOT considered education records or contact the Privacy Officer at (754) 321-1914.