

## EDUCATION RECORDS – TYPES & LOCATIONS

Pursuant to Florida Administrative Code (FAC) 6A-1.0955 (8)(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.” It is referenced in School Board Policy 1480, *Student Records: Confidentiality and Family Educational Rights*, Section IV(K), Review of Education Records, and also available at [browardschools.com/privacyinformation](http://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 2301 NW 26th Street, Fort Lauderdale, FL 33311
Child Abuse records (SBBC form)	Supervisor, Child Abuse and Neglect Prevention Services, Student Services Dept., 754-321-1569	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 <sup>th</sup> Court Ft. Lauderdale, FL 33311
CUM folder (hard copy)	School Principal or designee  If questions: 754-321-3154	At each school's administrative office.
Discipline records: Expulsion	Assistant Director of Expulsion, Student Support Initiatives, 754-321-1670	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 <sup>th</sup> Court Ft. Lauderdale, FL 33311

Type	Title of Records Custodian	Address
Discipline records: Suspension	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"> <li>• Demographics</li> <li>• Assignment History</li> <li>• Academic History</li> <li>• Attendance</li> <li>• Testing</li> <li>• Discipline</li> </ul>	Director, Data Intelligence, 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 <sup>th</sup> Court, Bldg. 1 Ft. Lauderdale, FL 33311
Free & Reduced Lunch (FRL) records	Food & Nutrition Dept. 754-321-0215	TSSC Bldg. 7720 W. Oakland Park Blvd., Sunrise, FL 33351
Health records	School Principal or designee	At each school's administrative office.

Type	Title of Records Custodian	Address
<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 Easy IEP database.</p>	<p>Local Education Agency (LEA) representative (Principal)</p>	<p>At each school's administrative office (and)  ESE and Support Services (Electronic Management System Manager)  Arthur Ashe, Jr. Campus  1701 NW 23rd Ave, Suite 275, Ft. Lauderdale FL 33311</p>
<p>School (Guidance) Counseling records</p>	<p>Guidance Director</p>	<p>At each school's administrative office.</p>
<p>School Psychology – Evaluation records</p>	<p>School Principal or designee</p>	<p>At each school's administrative office.</p>
<p>School Social Work records</p>	<p>Supervisor, School Social Work services, Student Services Dept.  (754) 321-1550</p>	<p>Lauderdale Manors Early Learning &amp; Family Resource Center  1400 N.W. 14<sup>th</sup> Court  Ft. Lauderdale, FL 33311</p>
<p>Section 504 / Americans with Disabilities Act (ADA) records</p>	<p>Section 504 Liaison</p>	<p>At each school's administrative office.</p>
<p>Student Behavior records, including bullying</p>	<p>School Principal or designee</p>	<p>At each school's administrative office.</p>
<p>Substance abuse treatment records</p>	<p>Supervisor, School Social Work services, Student Services Dept.  754-321-1618</p>	<p>Lauderdale Manors Early Learning &amp; Family Resource Center  1400 N.W. 14<sup>th</sup> Court  Ft. Lauderdale, FL 33311</p>

<b>Type</b>	<b>Title of Records Custodian</b>	<b>Address</b>
Threat Assessment records	School Principal or designee	At each school's administrative office.
Transcripts (current students) i.e., Senior applying to college	Registrar  If questions: 754-321-3154	At each school's administrative office.
Transcripts (former students, including graduates, withdrawn, adults, technical)	Supervisor, Records Retention, Information and Technology Dept., 754-321-3154	TSSC Bldg. 7720 W. Oakland Park Blvd., Sunrise, FL 33351

**RECORDS NOT CONSIDERED EDUCATION RECORDS**

<b>Type</b>	<b>Title of Records Custodian</b>	<b>Address</b>
Behavioral Health Partnership records*	SEDNET Project Coordinator, Exceptional Student Education & Support Services, 754-321-3400	Arthur Ashe, Jr. Campus 1701 N.W. 23 <sup>rd</sup> 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 1480, *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.