

EDUCATION RECORDS – TYPES & LOCATIONS

Pursuant to Florida Administrative Code 6A-1.0955 (6)(e), this table contains a listing of the various types and locations of education records (also known as student records) maintained in our District, as well as the titles of the officials responsible for those records. It is referenced in School Board Policy 5100.1, *Student Records: Confidentiality and Family Educational Rights*, Section IV, Review of Education Records, and also available at browardschools.com/privacyinformation.

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) Must redact name and any identifying information of reporter prior to providing access or disclosing. Pursuant to FS 39.201 and 39.202, names of reporters are confidential.	Program Manager, Child Abuse 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.
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 Additionally, electronic Discipline records are maintained in the BASIS system.	School Principal or designee	At each school's administrative office.

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

Type	Title of Records Custodian	Address
School Social Work records Additionally, electronic Social Work records are maintained in the BASIS system.	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 Counselor / Expulsion Case Manager, Student Services Dept. 754-321-1618	Lauderdale Manors Early Learning & Family Resource Center 1400 N.W. 14 th Court Ft. Lauderdale, FL 33311
Threat 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

Behavioral Health Partnership records*	SEDNET Project Coordinator, Exceptional Student Education & Support Services, 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.