

Student Records

A set of permanent student records is kept by each school district. In all cases a student will have a permanent record kept in the school's main office and a health record kept by the school nurse. The student's permanent record will contain contact and emergency information, a copy of their birth certificate, any documents pertaining to legal custody and a complete record of report cards and transcripts. The health record contains the student's immunization record and any other pertinent health and medical information the school nurse should be aware of.

If a student is found eligible for an IEP, Act 504 or EST plan, a third set of records is maintained by school personnel. In the case of a student in special education and on an IEP, the records are kept by the school's special education department. Act 504 and EST plans may be kept by staff designated to maintain the records, but also should be found in the student's permanent records in the main office.

Access to student records is based on your professional right or "need to know" specific student information that may impact the student's program, academics, challenges, disabilities or behavior issues, and you are the student's teacher, case manager, guidance person, or you have a direct professional relationship with the student's education. (See Confidentiality)

In the case of a student in special education in your classroom, the special education case manager will provide you with a copy of the student's IEP with a list of the student's special education services, accommodations and modifications (see Regular Classroom Teacher Special Education Responsibilities). As a classroom teacher it is imperative that you are familiar with all students' IEP, Act 504 and EST plans and insure they are fully implemented in your classroom.

In the case of a student's health and medical records, the school nurse will inform you of any health or medical information you need to know regarding a student, if the health or medical concern might present itself while the student is in your classroom or in the school building.