

Requests for Student Records

Office Manager Guide

Records request from Out-of-Dist Transfer – (including Charter Schools*)

- ✓ Within 10 days of request, send all original records to new school
- ✓ Before sending, purge records of minor behavior incidents, notes from parents or staff, anecdotal records. Organize Records into correct folders.
- ✓ FAX copy of Request for Records (**Sped Students only**) to DO Sped Office.
- ✓ Retain readable copy of Certificate of Immunization status and Permanent Record Card, or high school transcript at building for **one year** and then destroy.

Included schools : Public Schools (includes Phoenix Program, Stepping-Stones, etc. SAFE Jasper Mountain) Baker Web Academy (Eugene)* Network Charter School (Eugene)* Oregon Connections Academy: (Santiam Canyon SD Virtual Charter)* Oregon Virtual Academy: (North Bend SD Charter)* Twin Rivers Charter School (NYC, Eugene)* West Lane Technical Charter School (Fern Ridge)* Willamette Leadership Academy (Eugene)* Etc.

Indistrict Transfer— Including Indistrict Charters

- ✓ Within 10 days of request, send the CUM original records to new school
- ✓ Send Green Special Education records folder to District Office
- ✓ Not necessary to retain copies of any records.

Included Schools: Academy for Character Ed (ACE) Child's Way Charter

Private Alternative Placements for Resident Students

- ✓ If records are requested:
send **copies only** to requesting school. Before sending, purge records of minor behavior incidents, notes from parents or staff, anecdotal records. Organize records into correct folders.
- ✓ Retain originals of all records at school.
- ✓ Students in Private Alternative Schools remain a resident in our district) *and* records remain in active section.
- ✓ Send records to next educational level with other student records in that class.
- ✓ Notify DO by email of any SPED students in home tutoring or private school placement.
DO must send annual FAPE notice required by law.

Included Schools: Lane ESD (Life Skills Classrooms)* Lane ESD (Martin Luther King Court School)* Lane ESD (Serbu Education Program) * The Child Center * Creative Minds Alternative Program * Looking Glass Center Point * Looking Glass Riverfront * Wellsprings* Child's Way Alternative Etc.

Private Schools/Home School

- ✓ If records are requested:
send **copies only** to requesting school. Before sending, purge records of minor behavior incidents, notes from parents or staff, anecdotal records. Organize records into correct folders.
- ✓ Retain originals of all records at school.
- ✓ Home Schooled students remain a resident in the district **and** if receiving some level of service, records remain in active section.
- ✓ If student receives no services from the district, records are filed in an “inactive” section.
- ✓ Send records to next educational level with other student records in that class.
- ✓ Notify DO by email of any SPED students in home tutoring or private school placement. DO must send annual FAPE notice required by law.

Included Schools: Home School (registered through Lane ESD) * Cottage Grove Christian School Etc.

Withdrawal—

No Request Received for Records

- ✓ Retain all original records at the building level under inactive category
- ✓ Purge records of minor behavior incidents, notes from parents or staff, anecdotal records. Organize Records into correct folders.
- ✓ Send records to next educational level with other students in that class. Label as inactive records.
- ✓ Notify DO right away by email of any SPED student that has been withdrawn. DO will send FAPE notice, required by law.