

# Requests for Student Records

## Office Manager Guide

<b>Indistrict Transfer— Including Indistrict Charters</b>	<b>Records request from Out-of-Dist Transfer – (including Charter Schools*)</b>
<p><i>Academy for Character Ed (ACE)</i> <i>Child's Way Charter</i></p>	<p><i>Public Schools (includes Phoenix Program, Stepping-Stones, etc. SAFE Jasper Mountain)</i> <i>Baker Web Academy (Eugene)*</i> <i>Network Charter School (Eugene)*</i> <i>Oregon Connections Academy (Santiam Canyon SD Virtual Charter)*</i> <i>Oregon Virtual Academy (North Bend SD Charter)*</i> <i>Twin Rivers Charter School (NYC, Eugene)*</i> <i>West Lane Technical Charter School (Fern Ridge)*</i> <i>Willamette Leadership Academy (Eugene)*</i> <i>Etc.</i></p>
<ul style="list-style-type: none"> <li>✓ Within 10 days of request, send the CUM original records to new school</li> <li>✓ Send Green Special Education records folder to District Office</li> <li>✓ Not necessary to retain copies of any records.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Within 10 days of request, send all original records to new school</li> <li>✓ Before sending, purge records of minor behavior incidents, notes from parents or staff, anecdotal records. Organize Records into correct folders.</li> <li>✓ FAX copy of Request for Records (<b>Sped Students only</b>) to DO Sped Office.</li> <li>✓ Retain readable copy of Certificate of Immunization status and Permanent Record Card, or high school transcript at building for one year and then destroy.</li> </ul>
<p><b>Indistrict Programs</b> (replaces Lane School)</p> <p><i>Bridge Programs</i></p> <ul style="list-style-type: none"> <li>• <i>Bohemia Elementary (Grades K-5)</i></li> <li>• <i>LMS Bridge Classroom (Grades 6-8)</i></li> </ul> <p><i>Owl's Nest</i></p> <ul style="list-style-type: none"> <li>• <i>Harrison Elementary</i></li> </ul> <p><i>Community Classrooms</i></p> <ul style="list-style-type: none"> <li>• <i>LMS</i></li> <li>• <i>CGHS</i></li> </ul> <p><i>Transition Classroom</i></p> <ul style="list-style-type: none"> <li>• <i>CGHS</i></li> </ul>	
<ul style="list-style-type: none"> <li>✓ Students will be registered by the building housing the program.</li> <li>✓ Send all original records to the building housing the program.</li> </ul>	

<b>Private School &amp; Alternative Placements for Resident Students</b>	
<b>Private Alternative Placements</b> 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.	<b>Private Schools/Home School</b> Cottage Grove Christian School Etc.  Home School (registered through Lane ESD)
<ul style="list-style-type: none"> <li>✓ If records are requested: send <b><u>copies only</u></b> to requesting school. Before sending, purge records of minor behavior incidents, notes from parents or staff, anecdotal records. Organize records into correct folders.</li> <li>✓ Retain originals of all records at school.</li> <li>✓ Students in Private Alternative Schools remain a resident in our district) <b><u>and</u></b> records remain in active section.</li> <li>✓ Send records to next educational level with other student records in that class.</li> <li>✓ Notify DO by email of any SPED students in home tutoring or private school placement. DO must send annual FAPE notice required by law.</li> </ul>	<ul style="list-style-type: none"> <li>✓ If records are requested: send <b><u>copies only</u></b> to requesting school. Before sending, purge records of minor behavior incidents, notes from parents or staff, anecdotal records. Organize records into correct folders.</li> <li>✓ Retain originals of all records at school.</li> <li>✓ Home Schooled students remain a resident in the district <b><u>and</u></b> if receiving some level of service, records remain in active section.</li> <li>✓ If student receives no services from the district, records are filed in an "inactive" section.</li> <li>✓ Send records to next educational level with other student records in that class.</li> <li>✓ Notify Do by email of any SPED students in home tutoring or private school placement. DO must send annual FAPE notice required by law.</li> </ul>

<b>Withdrawal— No Request Received for Records</b>
<ul style="list-style-type: none"> <li>✓ Retain all original records at the building level under inactive category</li> <li>✓ Purge records of minor behavior incidents, notes from parents or staff, anecdotal records. Organize Records into correct folders.</li> <li>✓ Send records to next educational level with other students in that class. Label as inactive records.</li> <li>✓ Notify DO right away by email of any SPED student that has been withdrawn. DO will send FAPE notice, required by law.</li> </ul>