



Tri-County Career Center Student Coursework, Testing and Records Access Procedure

Student Coursework, Testing and Records Access Procedure

Specific Operational Tasks

Tri-County Follows the School Board Policy on Records Policy. The District Student Records Policy is in compliance with the Family Education Rights and Privacy Act, Protection of Pupil Rights, IDEA, Elementary and Secondary Act, Section 504 Act of 1973, and the Americans with Disabilities Act. Student records are kept confidential in accordance to the law but readily available to appropriate district personnel who need the records to affectively serve the district's students.

Step by Step Instructions

The school superintendent or designee provides the proper administration of student records in accordance with the law, develops appropriate procedures for maintaining student records and standardized procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and Director have developed a student records system that includes protocols for releasing student education records. The Director is responsible for maintaining and protecting the student education records. The superintendent or designee will arrange so that all district employees are trained annually on the confidentiality of students education records, as applicable for each employee classification. Each student has a folder with student record information located in the Adult office in a fireproof cabinet. The record includes coursework, testing, and academic records. After the student graduates the files are then scanned for preservation. Paper copies are maintained in storage. Our digital storage is backed up daily in multiple locations.

We have electronic records in GradPro. The main office staff have full access to GradPro. Other school officials have limited access to the student's information. Access is only granted to individuals who need certain information on that student.

Financial records are kept in the Student Service Supervisor's office in a locked cabinet. The only individuals who have access to these records are the Director, Operations Manager, Student Service Supervisor, and the student, upon request.

Written Forms and Reports

Student reports can be printed from GradPro, such as attendance, current grades, assignment scores and testing scores. This can be done per the student's request.



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Reference Location or Policy

Board Policy:

Plan will be reviewed annually by the Director
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