

## **STUDENT RECORDS**

All schools in this district are required by Idaho law to request the records of a transfer student from the former school within fourteen (14) days of the transfer of the student.

## **STUDENTS TRANSFERRING OUT OF THE DISTRICT**

Any school in this district receiving a request to transfer the records of a former student must forward the transferred student's records to the student's new school within ten (10) days of receipt of the request for the records, unless flagged as provided in this policy.

When a school record contains information of violent or disruptive behavior or disciplinary action of a student, the information must be included in the transfer of student records. The disciplinary information must be transferred, following the timelines set forth above, by putting it in a sealed envelope marked confidential and addressed to the principal or other administrative officer.

## **MISSING OR RUNAWAY CHILD REPORT**

If a school receives notification by the Idaho State Police of a missing or runaway child report regarding a particular student, the school will flag the student's record in such a manner that whenever a copy of or information regarding the record is requested, the school will be alerted to the fact that the record is that of a missing or runaway child. The school will immediately report any request(s) concerning flagged records or knowledge as to the whereabouts of the missing or runaway child to the local law enforcement agency. The school will remove the flag on a student's record upon notification by the Idaho State Police that the missing or runaway student has been returned.

## **SPECIAL EDUCATION RECORDS**

In the event this district, or any school in the district, reports a crime committed by a student with a disability to law enforcement, copies of all special education and disciplinary records of the student must be transmitted for consideration by the appropriate authorities to whom the crime was reported to the extent permitted by the Family Educational Rights and Privacy Act (FERPA).

**PAYMENT OF FEES**

The district may require, as a condition of graduation, as a condition of issuance of a diploma or certificate, or as a condition for issuance of a transcript, that any or all indebtedness incurred by the person when he or she was a student be satisfied, or that all books or other instructional materials, uniforms, athletic equipment, advances on loans, or other personal property of the district be returned.

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**LEGAL REFERENCE:**

Idaho Code Sections

33-209 – Transfer of Students Records - Duties

33-603 – Payment of Fees or Returning of Property

18-4507 *et seq* – Missing Child Reporting Act

Individuals with Disabilities Education Act (IDEA)

20 U.S.C. 1415(k)(6) – Procedural Safeguards

34 C.F.R. §300.535(b) – Transmittal of Records

**ADOPTED:** February 25, 1998

**AMENDED:** December 5, 2023