

160-5-1-.14 TRANSFER OF STUDENT RECORDS.

(1) DEFINITION.

(a) **Student records** - information about students recorded or collected in any format by local school systems or individual schools that may include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions, and/or academic progress.

(2) REQUIREMENTS.

(a) After receiving a written request for student records from a public or private school, including schools operated by the Department of Juvenile Justice, the local school system or school from which the records are requested shall mail or otherwise deliver within a period of no more than 10 calendar days a copy of all requested student records to the school system or school to which a student has transferred. Additional requirements for transfer of records of students in special education programs are specified in Rules 160-4-7 Special Education.

1. Schools and school systems shall not withhold any student record because of nonpayment of fees.

(b) Schools or school systems receiving the transferred record shall notify the parent(s)/guardian(s) of students in grades seven through 12 that the record has been received.

(c) Each school system or school from which the records are requested shall maintain copies of all student records for the minimum period of time required by the *Common Records Retention Schedules for School Systems* or the local board of education records retention plan.

Authority O.C.G.A. § 20-2-240; 20-2-670; 49-4A-12; 50-18-90; 50-18-95.

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