EXPLANATION: AMENDMENTS TO 703 KAR 5:225 REFLECT ADDITIONAL REQUIREMENTS THAT MAY BE NECESSARY BY THE RECEIPT OF FEDERAL FUNDS UNDER THE ELEMENTARY AND SECONDARY EDUCATION ACT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# POWERS AND DUTIES OF THE BOARD OF EDUCATION AB01.111 AP.2

District Planning Committee

Process Guidelines

Consistent with requirements of 703 KAR 5:225 and ESSA, the Committee shall:

1. *Identify data to be collected and analyzed to determine causes and contributing factors*, which must include an annual review of disaggregated student assessment data and a standards-based process for measuring organizational effectiveness.
2. *Review gap targets* established by the Board.
3. *Conduct a needs assessment* between October 1 and November 1 that includes, but is not limited to:
* A description of the data reviewed and process used to develop the needs assessment;
* A review of the previous plan and its implementation to inform development of the new plan;
* Perception data gathered from the administration of a valid and reliable measure of teaching and learning conditions; and
* Any additional requirements made necessary by the receipt of federal funds authorized by the Elementary and Secondary Education Act.
1. *Use the reporting structure required* by Kentucky Administrative Regulation.
2. *Summarize information for community review.*
3. *Schedule a public meeting* at which the information is discussed by various stakeholders (Board and council members, students, District staff, and citizens).
4. *Conduct required implementation and impact checks* each year to evaluate plan activities and achievement of plan goals and objectives, with results to be reported to the Board.

The Committee also shall provide information and updates, as directed by the Superintendent/designee, to promote communication and coordination between the District Planning Committee and school councils.

1. *Schedule a review and update* of the plan at least once a year.
2. *Submit updated plan* to Superintendent and Board, school staff, school councils, and the community for review and comment as directed by Policy 01.111.
3. *Post updated plan* on the District website no later than June 30 each year.
4. *Maintain copies of the plan* permanently and other documentation to illustrate compliance with state and federal requirements.

The format of the District plan shall be consistent with parameters set forth in the eProve platform.

EXPLANATION: HB 9 AMENDS KRS 160.1594 AS IT RELATES TO CHARTER SCHOOL AUTHORIZATION.

FINANCIAL IMPLICATIONS: FUNDING TO CHARTER SCHOOLS

# POWERS AND DUTIES OF THE BOARD OF EDUCATION $01.91 AP.1

Charter School Authorization

Authorizer Duties

Under KRS 160.1594, a public charter school authorizer shall establish an annual timeline consistent with statutory guidelines to:

* Solicit, invite, accept, and evaluate applications;
* Approve new and renewal applications that meet statutory requirements;
* Decline applications that:
1. Fail to meet statutory requirements; or
2. Are for a school that would be under the direction of any religious denomination; and
* Negotiate and execute in good faith contracts with each authorized charter school;
* Monitor the performance and compliance of charter schools in accordance with contract terms;
* Determine whether each charter merits renewal or revocation;
* Establish and maintain practices consistent with professional standards for authorizers, including:
1. Organizational capacity and infrastructure;
2. Soliciting and evaluating applications;
3. Performance contracting;
4. Ongoing public charter school oversight and evaluation; and
5. Charter approval, renewal, and revocation decision making.

Pursuant to KRS 160.1592, an authorizer shall semiannually consider for approval a charter school’s proposed amendments to the contract.

* Authorizers. may consider requests more frequently upon mutual agreement with the charter.
* Denials of amendment requests are appealable under KRS 160.1595.

KRS 160.1596 requires authorizers to collect, analyze, and report to the KBE all state required assessment and achievement data for each charter it oversees.

By August 31, 2023, and annually thereafter, each authorizer must submit to the (1) Commissioner, (2) Education and Workforce Development Secretary, and (3) Interim Joint Committee on Education a report that includes:

* Number of applications received, reviewed, and approved;
* Authorizing duties performed by the authorizer;
* Summary of the academic and financial performance of each charter school;
* Names of each charter school that have not yet begun to operate; and

# POWERS AND DUTIES OF THE BOARD OF EDUCATION $01.91 AP.1

#  (Continued)

Charter School Authorization

Authorizer Duties (continued)

* Names of each charter school during the prior academic year that:
1. Closed during or after the year; and
2. Had their contract nonrenewed or revoked.

701 KAR 8:020 requires authorizers to publicly report on oversight and services provided to charter schools under its authority and authorizing functions provided by the authorizer, including operating costs and expenses as detailed in an annual audited financial statement.

EXPLANATION: PER KRS 156.557 AND 704 KAR 3:370, THE BOARD MAY UTILIZE LOCALLY DEVELOPED SUPERINTENDENT EVALUATION PROCEDURES HOWEVER, THIS IS THE KSBA RECOMMENDED VERSION THAT HAS BEEN APPROVED BY KDE AND IS USED IN KSBA SUPERINTENDENT EVALUATION TRAINING REQUIRED BY LAW.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# ADMINISTRATION D02.14 AP.2

Evaluation of the Superintendent

Process

1. At the beginning of each contract year, the Board reviews the plan and expectations with the Superintendent prior to implementing the evaluation plan.
2. The Board and Superintendent collaboratively determine the evaluation process, timelines, and forms including the type of performance rating system to be used – numerical (4-1), descriptive (Exemplary, Accomplished, Developing, Improvement Required), or both. The Board will get more effective evaluation data through thoughtful discussions in determining a descriptive performance rating, but using and averaging numbers is an option.
3. Using the following Superintendent Evaluation instrument, the Superintendent conducts a self-assessment and reflects on his/her own performance levels in terms of the standards, indicators, and local District goals.
4. Each Board member uses the following Superintendent Evaluation instrument to reflect on Superintendent progress and performance levels on standards, indicators and District goals. Board members should also consider areas of emphasis on previous evaluations.
5. Each Board member should rate all the performance standards to create a comprehensive evaluation of the job, keeping in mind that factors such as experience and organizational structure may determine the level of focus on each standard. Performance indicators are listed below every standard. These performance indicators suggest objective measures to consider. Do not rate each performance indicator separately; only rate the overall performance standard.
6. Written comments in support of your rating are recommended as they provide clarity and are helpful during the Board discussions of the evaluation.
7. Each Board member’s forms should be returned to the Board Chair or designee for compiling.
8. The entire Board and Superintendent meet to discuss individual and/or compiled reflection/assessment results. This conversation shall be held in a closed session and may include identifying commonalities and differences as well as developing and agreement on performance expectations.
9. The Board and Superintendent determine expectations relating to performance standards and District goals. Throughout the year the Superintendent collects and retains evidence of performance for areas of emphasis as well as standards and District goals. S/he shares evidence with the Board throughout the year to demonstrate efforts toward increased competencies in these areas.
10. The Board considers and incorporates Superintendent evidences into the Superintendent annual performance evaluation and collectively, with one voice, determines the Superintendent performance level for each standard and goal.
11. The final evaluation (summative) of the Superintendent shall be discussed and adopted in an open meeting of the Board and reflected in the meeting minutes.

# ADMINISTRATION D02.14 AP.2

#  (Continued)

Evaluation of the Superintendent

Performance Rating Levels

The following performance levels will be used to indicate the progress of a Superintendent toward the seven standards and District goals.

**(4) Exemplary:** Exceeds the standard

**(3) Accomplished:** Meets the standard

**(2) Developing:** Making progress toward meeting the standard

**(1) Improvement Required:** Progress toward meeting the standard/goal is unacceptable; standard/goal is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent.

Comments are recommended to support performance levels for each standard and District goal and necessary when performance is determined to be Improvement Required.

# ADMINISTRATION D02.14 AP.2

#  (Continued)

Evaluation of the Superintendent

Evaluation Instrument

STANDARD 1: STRATEGIC LEADERSHIP

***The Superintendent leads the development and implementation of District vision, mission, and goals while creating conditions to ensure that every student graduates high school with the knowledge and skills necessary to be successful in the 21st century.***

Performance Indicators:

(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)

* 1. With direction from the Board, the Superintendent facilitates a community process to develop and implement a shared vision that focuses on improving student achievement.
	2. Empowers all stakeholders to reach high levels of performance and achieve the District’s vision.
	3. Communicates high expectations for student achievement while promoting academic rigor that focuses on learning and excellence.
	4. Develops, implements, promotes, and monitors continuous improvement processes.
	5. Assists the Board in developing, implementing, and monitoring District goals.
	6. Understands and demonstrates that District and school improvement goals are connected to student learning goals.

The Superintendent’s performance for this standard:

**□ (4) Exemplary:** Exceeds the standard

**□ (3) Accomplished:** Meets the standard

**□ (2) Developing:** Making progress toward meeting the standard

**□ (1) Improvement Required:** Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

**Comments & Evidence to support the Superintendent's performance for this standard:**

# ADMINISTRATION D02.14 AP.2

#  (Continued)

Evaluation of the Superintendent

STANDARD 2: INSTRUCTIONAL LEADERSHIP

***The Superintendent supports and builds a system to effectively use District resources and research-based best practices for curriculum, instruction, and assessment in reducing achievement gaps and continuously improving teaching, learning, and student achievement.***

Performance Indicators:

(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)

2.1 Communicates student achievement expectations to staff and stakeholders.

2.2 Demonstrates the need to identify and remove barriers to student learning.

2.3 Proposes appropriate recommendations for programs and curricula in anticipating adjustments of occupational trends and school-to-career needs.

2.4 Develops, implements, promotes, and monitors continuous improvement processes with faculty and stakeholders to ensure alignment of curriculum, instruction and assessment.

2.5 Encourages the use of technology in educational programming.

2.6 Using a variety of techniques, work with principals and administrators to formulate plans to assess and analyze the effectiveness of instruction through student progress. These may include monitoring, evaluating and reporting student achievement and performance gaps; observing teaching methods and classroom management; and research, assessments, feedback, and reflection.

2.7 Understands data analysis, including how it applies to school and District student achievement goals, how to address curricular gaps and how to use data to prioritize decisions and drive change that will improve student learning.

2.8 Ensures school and District progress in the areas of: proficiency, growth, graduation rate, closing achievement gaps, transition readiness, opportunity, and access.

The Superintendent’s performance for this standard:

**□ (4) Exemplary:** Exceeds the standard

**□ (3) Accomplished:** Meets the standard

**□ (2) Developing:** Making progress toward meeting the standard

**□ (1) Improvement Required:** Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

**Comments & Evidence to support the Superintendent's performance for this standard:**

# ADMINISTRATION D02.14 AP.2

#  (Continued)

Evaluation of the Superintendent

STANDARD 3: CULTURAL LEADERSHIP

***The Superintendent understands the history, tradition, and multicultural differences of the District. S/he empowers all stakeholders to assist in shaping District culture and climate as they support efforts to improve teaching and learning for all.***

Performance Indicators:

(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)

3.1 Creates and supports a community of learners that empowers others to reach high levels of performance to achieve the school’s vision.

3.2 Promotes understanding and celebrating of school/community cultures.

3.3 Promotes and expects a school-based climate of tolerance, acceptance and civility.

3.4 Advocates, nurtures and sustains school culture and instructional programming conducive to student learning.

3.5 Models and demonstrates multicultural and ethnic practices and is responsive to the needs of diverse populations.

3.6 Encourages instructional strategies that include cultural diversity and differences in learning styles.

The Superintendent’s performance for this standard:

**□ (4) Exemplary:** Exceeds the standard

**□ (3) Accomplished:** Meets the standard

**□ (2) Developing:** Making progress toward meeting the standard

**□ (1) Improvement Required:** Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

**Comments & Evidence to support the Superintendent's performance for this standard:**

# ADMINISTRATION D02.14 AP.2

#  (Continued)

Evaluation of the Superintendent

STANDARD 4: HUMAN RESOURCE LEADERSHIP

***The Superintendent leads the District in developing professional learning communities among a highly effective and diverse staff. S/he assists in the planning of professional development opportunities for all staff and develops and implements an effective staff performance evaluation system. If applicable, the Superintendent provides technical advice to the Board to administer and negotiate labor contracts.***

Performance Indicators:

(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)

4.1 Demonstrates use of system and staff evaluation data for personnel policies, decision-making, career growth and professional development.

4.2 Understands and demonstrates that professional development needs to be aligned to the analysis of test data.

4.3 Demonstrates understanding of continual improvement processes for teacher and principal effectiveness systems, and implements them.

4.4 Identifies and applies appropriate policies, criteria, and processes for the recruitment, selection, induction, compensation, support, evaluation, development, and retention of a high-performing, diverse staff.

4.5 Mentors and coaches’ administrators throughout the District.

*If applicable:*

4.6 Develops bargaining strategies based upon collective bargaining laws and processes.

4.7 Identifies contract language issues and proposes modifications.

4.8 Participates in the collective bargaining processes as determined by the Board, establishing productive relationships with bargaining groups while effectively managing contracts.

The Superintendent’s performance for this standard:

**□ (4) Exemplary:** Exceeds the standard

**□ (3) Accomplished:** Meets the standard

**□ (2) Developing:** Making progress toward meeting the standard

**□ (1) Improvement Required:** Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

**Comments & Evidence to support the Superintendent's performance for this standard:**

# ADMINISTRATION D02.14 AP.2

#  (Continued)

Evaluation of the Superintendent

STANDARD 5: MANAGERIAL LEADERSHIP

***The Superintendent uses data analysis in budgeting, staffing, and problem solving to make recommendations to the Board as they effectively and efficiently allocate resources and establish support systems for all District stakeholders.***

Performance Indicators:

(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)

5.1 Demonstrates understanding and comprehends the importance of managing the District budget, including financial forecasting, planning, cash-flow management, account auditing, and monitoring that results in the following:

* A balanced operational budget for school programs and activities.
* Utilization of District resources to attain the highest and most efficient use to improve student learning, while maintaining compliance with legal, ethical and policy standards.
* Effective communication of the District's budget and resource allocation to the Board and constituents.
* Meeting reporting deadlines as required by statute, regulatory agency, local policy or Board action.

5.2 Ensures sound management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

5.3 Secures and uses a variety of appropriate school and community resources to support learning.

5.4 Understands and monitors the District technology plan, making informed decisions about computer hardware and software, as well as related staff development and training needs.

5.5 Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including bond issues.

5.6 Establishes procedures and practices to assist all stakeholders in implementing and monitoring emergency plans for District safety and security practices for weather, threats, violence and trauma in collaboration with local, state, and federal agencies.

The Superintendent’s performance for this standard:

**□ (4) Exemplary:** Exceeds the standard

**□ (3) Accomplished:** Meets the standard

**□ (2) Developing:** Making progress toward meeting the standard

**□ (1) Improvement Required:** Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

**Comments & Evidence to support the Superintendent's performance for this standard:**

# ADMINISTRATION D02.14 AP.2

#  (Continued)

Evaluation of the Superintendent

***STANDARD 6: COLLABORATIVE LEADERSHIP***

***The Superintendent maintains a positive relationship with Board members as they work together to establish community support for the District's goals through effective two-way communications with students, staff, parents, business representatives, government leaders, community members, and the media.***

Performance Indicators:

(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)

6.1 Understands and articulates the system of public school governance and differentiates between policy-making and administrative roles.

6.2 Develops effective Superintendent/Board interpersonal and working relationships.

6.3 Understands and interprets the role of federal, state and regional governments, policies, and politics and their relationships to local Districts and schools.

6.4 Effectively uses legal resources (e.g. local Board attorney) to protect the District from civil and criminal liabilities.

6.5 Collaboratively develops, implements and monitors processes to improve student learning and teaching.

6.6 Uses formal and informal techniques to gain perceptions of District from all stakeholders, internal and external.

6.7 Demonstrates effective communication skills (written, verbal and non-verbal), in formal and informal settings, large and small group and one-on-one environments.

6.8 Establishes effective school/community relations, school/business partnerships and a positive working relationship with the media; and promotes involvement of all stakeholders to fully participate in the process of education.

The Superintendent’s performance for this standard:

**□ (4) Exemplary:** Exceeds the standard

**□ (3) Accomplished:** Meets the standard

**□ (2) Developing:** Making progress toward meeting the standard

**□ (1) Improvement Required:** Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

**Comments & Evidence to support the Superintendent's performance for this standard:**

# ADMINISTRATION D02.14 AP.2

#  (Continued)

Evaluation of the Superintendent

***STANDARD 7: INFLUENTIAL LEADERSHIP***

***The Superintendent uses his/her position in the District and community to work with local, state and federal officials to influence policies affecting the political, social, economic, legal, cultural, and ethical governance of public education.***

Performance Indicators:

(Do not rate individual indicators. These are listed only to help demonstrate the types of activities that may occur within this standard when assessing the Superintendent's performance.)

7.1 Understands and interprets the role of federal, state and regional governments; policies; and politics and their relationships to local Districts and schools.

7.2 Provides input on critical education issues at the local, state and federal levels.

7.3 Continually models a professional code of moral and ethical standards, and demonstrates personal integrity.

7.4 Explores and develops ways to find common ground in dealing with difficult and divisive issues.

7.5 Promotes the establishment of moral and ethical practices in every classroom, every school, and throughout the District.

The Superintendent’s performance for this standard:

**□ (4) Exemplary:** Exceeds the standard

**□ (3) Accomplished:** Meets the standard

**□ (2) Developing:** Making progress toward meeting the standard

**□ (1) Improvement Required:** Progress toward meeting the standard is unacceptable; standard is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

**Comments & Evidence to support the Superintendent's performance for this standard:**

# ADMINISTRATION 02.14 AP.2

#  (Continued)

Evaluation of the Superintendent

District Goals

Part of the Superintendent's job is to guide the District toward successful completion of District goals collaboratively developed by the Board and Superintendent and to report progress toward goals on a regular, prescribed basis. Goals may also be developed as part of the Superintendent’s performance expectations.

1. Attached are the forms to be completed by each Board member rating the Superintendent's performance in meeting the goals agreed to by the Superintendent and the Board at the beginning of the year. Each goal statement should be inserted into a separate page for completion.
2. Each Board member should rate the performance level for each goal.
3. Written comments in support of your rating are recommended as they provide clarity and are helpful during the Board discussions of the evaluation.
4. Each Board member’s forms should be returned to the Board Chairperson or designated Board member for compiling.

# ADMINISTRATION 02.14 AP.2

#  (Continued)

Evaluation of the Superintendent

***GOAL 1:***

The Superintendent’s performance for this standard:

**□ (4) Exemplary:** Exceeds the standard

**□ (3) Accomplished:** Meets the standard

**□ (2) Developing:** Making progress toward meeting the standard

**□ (1) Improvement Required:** Progress toward meeting the goal is unacceptable; goal is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

**Comments & Evidence to support the Superintendent's performance for this goal:**

# ADMINISTRATION D02.14 AP.2

#  (Continued)

Evaluation of the Superintendent

***GOAL 2:***

The Superintendent’s performance for this standard:

**□ (4) Exemplary:** Exceeds the standard

**□ (3) Accomplished:** Meets the standard

**□ (2) Developing:** Making progress toward meeting the standard

**□ (1) Improvement Required:** Progress toward meeting the goal is unacceptable; goal is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

**Comments & Evidence to support the Superintendent's performance for this goal:**

# ADMINISTRATION D02.14 AP.2

#  (Continued)

Evaluation of the Superintendent

***GOAL 3:***

The Superintendent’s performance for this standard:

**□ (4) Exemplary:** Exceeds the standard

**□ (3) Accomplished:** Meets the standard

**□ (2) Developing:** Making progress toward meeting the standard

**□ (1) Improvement Required:** Progress toward meeting the goal is unacceptable; goal is required to be addressed with Performance Expectations agreed upon by the Board and Superintendent. Comments to support this performance level are required.

Comments & Evidence to support the Superintendent's performance for this goal:

EXPLANATION: SB 1 CHANGES THE PROCESS FOR HIRING THE PRINCIPAL FROM THE COUNCIL TO THE SUPERINTENDENT WITH CONSULTATION WITH THE COUNCIL AND REMOVES THE ALTERNATIVE SELECTION PROCESS. PER KRS 160.345, THE SUPERINTENDENT SHALL FILL THE POSITION OF PRINCIPAL AT A SCHOOL AFTER CONSULTATION WITH THAT SCHOOL’S SCHOOL BASED DECISION MAKING (SBDM) COUNCIL. PRIOR TO CONSULTATION WITH THE SBDM COUNCIL, EACH MEMBER SHALL SIGN A NONDISCLOSURE AGREEMENT FORBIDDING THE DISCLOSURE OF INFORMATION SHARED AND DISCUSSIONS HELD DURING CONSULTATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# ADMINISTRATION $02.4244 AP.2

Nondisclosure Agreement (SBDM)

This Nondisclosure Agreement (the "Agreement") is entered into by and between the members of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Based Council (“SBDM”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District, for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below.

For purposes of this Agreement, "Confidential Information" shall include all information, written material whether hardcopy or digital, media, communications, other files, or discussions that are part of the consultation between the Superintendent and the SBDM related to the hiring of the school Principal.

For purposes of this Agreement, "Confidential Information" shall NOT include information that is publicly known at the time of disclosure, or information that is publicly disclosed by the Superintendent.

For purposes of this Agreement, “consultation” means the act of discussing or deliberating together where information is exchanged between the Superintendent and the SBDM and its members.

SBDM Member

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXPLANATION: THE FEDERAL BUREAU OF INVESTIGATION (FBI) REQUIRES THAT THE KENTUCKY STATE POLICE (KSP) AUDIT SCHOOL DISTRICTS FOR COMPLIANCE WITH CRIMINAL HISTORY RECORD INFORMATION (CHRI). IN COLLABORATION WITH KSP, THIS PROCEDURE WILL ASSIST DISTRICTS WITH COMPLIANCE.

FINANCIAL IMPLICATIONS: COSTS OF TRAINING/MAINTAINING/DESTROYING RECORDS

# PERSONNEL $03.11 AP.2521

Criminal History Record Information

Purpose

The District may use Criminal History Record Information (CHRI) obtained from the Kentucky State Police (KSP) to check qualification for employment or service as provided in KRS 160.380 and related policies and for authorizing personnel who will make fitness determinations. CHRI may not be used for any other purpose.

Authority

The District has the authorization to submit fingerprints to KSP for a fee-based state and federal background check pursuant to KRS 160.380.

Noncriminal Justice Agency Contact (NAC) & Local Agency Security Officer (LASO)

The Superintendent will designate employee(s) to serve as the NAC and LASO points of contact with KSP through which communication regarding audits, District personnel changes, training, and security are conducted. The NAC and LASO will receive and disseminate communication from KSP to all authorized District personnel. Additionally, the LASO shall where applicable:

1. Identify who is using the Criminal Justice Information Services (CJIS) Systems Agency (CSA) approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are being followed as stated.
4. Ensure approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure the CSA Information Security Officer is promptly informed of security incidents.

Authorized Personnel

Authorized personnel will be given access to view and handle CHRI after completing the required Security Awareness Training and any additional training required by KSP. Only authorized personnel may access, discuss, use, possess, disseminate, or destroy CHRI.

The District will keep an updated list of authorized personnel that will be available to the KSP Auditor during the audit process.

# PERSONNEL $03.11 AP.2521

#  (Continued)

Criminal History Record Information

Training of Authorized Personnel

The District will ensure all persons authorized to have CHRI access will complete Security Awareness Training via CJIS Online immediately upon hire or appointment to access CHRI. The NAC will keep on file the Security Awareness Training certificate on all authorized personnel.

The District will ensure authorized users complete recertification of Security Awareness Training every twenty-four (24) months.

Authorized personnel will review the KSP website Noncriminal Justice Agency (NCJA) section for policies, procedures, and forms necessary for CHRI handling and fitness determination.

Fingerprint Card Processing

The District requires that all covered persons for whom fingerprint check is required must provide a valid, unexpired form of government-issued photo identification prior to fingerprinting to verify their identity.

A copy of the FBI Privacy Rights Notification will be provided to the covered persons prior to fingerprinting. Covered persons will also be advised of the process regarding a challenge of the criminal history record.

Covered persons that have disclosed a conviction must still be fingerprinted. Proper reason for fingerprinting must be documented in the “Reason for Fingerprinting” box.

Proper chain of custody procedures protecting the integrity of the covered person’s fingerprints prior to submission will include maintaining fingerprints in a secure environment, in a sealed envelope.

Communication

Authorized personnel may discuss the CHRI results with covered persons in a secure, private area. Extreme care will be taken to prevent overhearing, eavesdropping, or interception of communication.

The District will not allow a covered person to have a copy of their record or take a picture of it with an electronic device.

The District will provide the covered person with required forms and options to obtain their record if a record is to be challenged.

# PERSONNEL $03.11 AP.2521

#  (Continued)

Criminal History Record Information

Physical Security

The District will ensure that information system hardware, software, and media are physically protected through access control measures by ensuring the perimeter of a physically secured location shall be prominently posted and separated from non-secure locations by physical controls. The District will control all access points (except for those areas within the facility officially designated as publicly accessible) and will verify individual access authorizations before granting access. The District will control physical access to information system distribution and transmission lines within the physically secure location. The District will control physical access to information system devices that display Criminal Justice Information (CJI) and will position information system devices in such a way as to prevent unauthorized individuals from accessing and viewing CJI. The District will monitor physical access to the information system to detect and respond to physical security incidents. The District will control physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible) and will escort visitors in a secured location.

Storage and Retention of CHRI

The fingerprint results from KSP should only be handled by authorized personnel.

During the fitness determination:

* CHRI will be stored in a locked drawer/container at the Central Office and only accessible to authorized personnel.
* CHRI will be stored in a separate file that cannot be released for any public records request and will not be archived in a publicly accessible location.
* CHRI results will be stored electronically the agency using proper security and encryption methods.
* If stored electronically, the District will ensure compliance of CJIS Security Policy for the Network Infrastructure to include the following:
1. Network Configuration
2. Personally Owned Information Systems
3. Publicly Accessible Computers
4. System Use Notification
5. Identification/User ID
6. Authentication
7. Session Lock
8. Event Logging
9. Advance Authentication
10. Encryption
11. Dial-up Access
12. Mobile Devices
13. Personal Firewalls
14. Bluetooth Access

# PERSONNEL $03.11 AP.2521

#  (Continued)

Criminal History Record Information

Storage and Retention of CHRI (continued)

1. Wireless (802.11x) Access
2. Boundary Protection
3. Intrusion Detection Tools and Techniques
4. Malicious Code Protection
5. Spam and Spyware Protection
6. Security Alerts and Advisories
7. Patch Management
8. Voice over Internet Protocol (VoIP)
9. Partitioning and Virtualization
10. Cloud Computing
* Per KRS 61.878, CHRI is not subject to disclosure under the Kentucky Open Records Act and will not be archived in a publicly accessible location.

Media Transport

The District will protect and control digital and physical media during transport outside of controlled areas and will restrict the activities associated with transport of such media to authorized personnel.

Disposal of Media CHRI

The District will properly sanitize or destroy physical or electronic CHRI per the Kentucky Department of Libraries and Archives (KDLA) Public School District Records Retention Schedule. If a third party performs the destruction, an authorized person shall accompany the CHRI through the destruction process. For electronic media, the District shall overwrite three (3) times or degauss digital media prior to disposal or release, inoperable digital media shall be destroyed; cut up, shredded, etc. The District shall ensure the sanitation or destruction is witnessed or carried out by authorized personnel.

Misuse of CHRI

In the event of deliberate or unintentional misuse of CHRI, the District will subject the employee to disciplinary action per Board policy and procedures, up to and including termination, or request for criminal investigation/charges.

Explanation: THe Federal Bureau of Investigation (FBI) requires that the Kentucky State Police (KSP) audit school districts for compliance with criminal HISTORY record information (CHRI). Employees authorized to use CHRI will complete Security Awareness Training via Criminal Justice Information Services (CJIS).

Financial implications: Costs of training/maintaining/destroying records

Explanation: Title IX Sexual Harassment REgulations (34 C.F.R. § 106.45) effective August 14, 2020, require training of individuals on Title IX Sexual Harassment/Discrimination.

Financial Implications: Cost of providing notice and training to all personnel

Explanation: SB 9 amends KRS 158.305 to change terminology from response to INTERVENTION to a multi tiered system of supports for academics.

Financial Implications: none anticipated

PERSONNEL $03.19 AP.23

**District Training Requirements**

**School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This form may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **LegalCitation** | **RelatedPolicy** | **Employees or Others as designated** | **DateCompleted** |
| **Certified** | **All** | **Designated** |  |
| District planning committee members. |  | 01.111 |  |  | ✓ |  |
| Board member training hours. | KRS 160.180; 702 KAR 1:115; 701 KAR 8:020 | 01.83 |  |  | ✓ |  |
| Superintendent training program to be completed within two (2) years of taking office. | KRS 160.350 | 02.12 |  |  | ✓ |  |
| Certified Evaluation Training.  | KRS 156.557; 704 KAR 3:370 | 02.14/03.18 | ✓ |  | ✓ |  |
| Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management. |  | 02.3 |  |  | ✓ |  |
| All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs. | KRS 158.4414 | 02.31 |  |  | ✓ |  |
| Council member training required for Principal selection. | KRS 160.345 | 02.4244 |  |  | ✓ |  |
| Council member training hours. | KRS 160.345 | 02.431 |  |  | ✓ |  |
| Employees authorized to use Criminal History Record Information (CHRI) will complete Security Awareness Training via Criminal Justice Information Services (CJIS) | KRS 160.380 | 03.11 AP.2521 |  |  | ✓ |  |
| Initial/follow-up training for coaches of interscholastic athletic activities or sports. | KRS 160.445; KRS 161.166; KRS 161.185; 702 KAR 7:065 | 03.116103.214109.311 |  |  | ✓ |  |
| Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees. | 40 C.F.R. Part 763401 KAR 58:010803 KAR 2:308OSHA29 C.F.R. 1910.13229 C.F.R. 1910.14729 C.F.R. 1910.1200 | 03.14/03.24 |  |  | ✓ |  |
| Bloodborne pathogens. | OSHA29 C.F.R. 1910.1030 | 03.14/03.24 |  | ✓ |  |  |
| Behaviors prohibited/required reporting of harassment/discrimination. | 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance | 03.162/03.262 |  | ✓ |  |  |

PERSONNEL $03.19 AP.23

 (Continued)

**District Training Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **LegalCitation** | **RelatedPolicy** | **Employees or Others as designated** | **DateCompleted** |
| **Certified** | **All** | **Designated** |  |
| Title IX Sexual Harassment | 34 C.F.R. § 106.45 | 03.1621/03.2621/09.428111 |  | ✓ |  |  |
| Teacher professional development/learning. | KRS 156.095 | 03.19 | ✓ |  |  |  |
| Active Shooter Situations. | KRS 156.095 | 03.19/03.29 |  |  | ✓ |  |
| Instructional leader training.  | KRS 156.101 | 03.1912 |  |  | ✓ |  |
| The Superintendent shall develop and implement a program for continuing training for selected classified personnel. |  | 03.29 |  |  | ✓ |  |
| Training of the instructional teachers’ aide with the certified employee to whom s/he is assigned. | KRS 161.044 | 03.5 |  |  | ✓ |  |
| Orientation materials for volunteers. | KRS 161.048 | 03.6 |  |  | ✓ |  |
| Integrated Pest Management (7a) Certification. | 302 KAR 29:060 | 05.11 |  |  | ✓ |  |
| Training for designated personnel on use and management of equipment. |  | 05.4 |  |  | ✓ |  |
| If District owns automated external defibrillator (AEDs), training on use of such. | KRS 311.667 | 05.4 |  |  | ✓ |  |
| School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS)School Principal training on procedures for completion of the required school security risk assessment. | KRS 158.4412 | 05.4 |  |  | ✓ |  |
| Fire drill procedure system. | KRS 158.162 | 05.41 |  | ✓ |  |  |
| Lockdown drill procedure system. | KRS 158.162KRS 158.164 | 05.411 |  | ✓ |  |  |
| Severe Weather/Tornado drill procedure system. | KRS 158.162KRS 158.163 | 05.42 |  | ✓ |  |  |
| Earthquake drill procedure system. | KRS 158.163 | 05.47 |  | ✓ |  |  |
| First Aid and Cardiopulmonary Resuscitation (CPR) Training. | 702 KAR 5:080 | 06.221 |  |  | ✓ |  |
| Annual in-service school bus driver training. | 702 KAR 5:030 | 06.23 |  |  | ✓ |  |
| Designated training for School Nutrition Program Directors and food service personnel.  | KRS 158.8527 C.F.R. §210.31 | 07.107.16 |  |  | ✓ |  |
| Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students. | 704 KAR 3:285 | 08.132 | ✓ |  | ✓ |  |

PERSONNEL $03.19 AP.23

 (Continued)

**District Training Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **LegalCitation** | **RelatedPolicy** | **Employees or Others as designated** | **DateCompleted** |
| **Certified** | **All** | **Designated** |  |
| KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school. | KRS 156.095 | 08.141 | ✓ |  | ✓ |  |
| Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response. | 47 U.S.C. 254/Children’s Internet Protection Act; 47 C.F.R. 54.520 | 08.2323 |  |  | ✓ |  |
| Confidentiality of student record information. | 34 C.F.R. 300.623 | 09.14 |  | ✓ |  |  |
| Student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording every year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).] | KRS 156.095; KRS 158.070 | 09.22 |  |  | ✓ |  |
| At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019. | KRS 158.070 | 09.22 |  |  | ✓ |  |
| Training for school personnel authorized to give medication. | KRS 158.838KRS 156.502702 KAR 1:160 | 09.2209.22409.2241 |  |  | ✓ |  |
| Training on employee reports of criminal activity.  | KRS 158.148; KRS 158.154; KRS 158.155; KRS 158.156; KRS 620.030 | 09.2211 |  | ✓ |  |  |
| Personnel training on restraint and seclusion and positive behavioral supports.  | 704 KAR 7:160 | 09.2212 |  | ✓ | ✓ |  |
| Personnel training child abuse and neglect prevention, recognition, and reporting. | KRS 156.095 | 09.227 | ✓ |  | ✓ |  |
| Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination. | 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance | 09.42811 |  |  | ✓ |  |

PERSONNEL $03.19 AP.23

 (Continued)

**District Training Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **LegalCitation** | **RelatedPolicy** | **Employees or Others as designated** | **DateCompleted** |
| **Certified** | **All** | **Designated** |  |
| Training to build capacity of staff and administrators to deliver high-quality services and programming in the District’s Alternative Education Program. | 704 KAR 19:002 | 09.4341 |  |  | ✓ |  |
| Student discipline code.  | KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080 | 09.438 |  | ✓ |  |  |
| Intervention and response training on responding to instances of incivility. |  | 10.21 |  | ✓ |  |  |
| Training for Supervisors of Student Teachers. | 16 KAR 5:040 |  |  |  | ✓ |  |
| Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses. | KRS 158.818 |  |  |  | ✓ |  |
| Committee for Mathematics Achievement – training for teachers based on available funds. | KRS 158.832 |  | ✓ |  |  |  |
| KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking. | KRS 158.6453 (SB 1) |  | ✓ |  |  |  |
| Grants regarding training for state-funded community education directors. | KRS 160.156 |  |  |  | ✓ |  |
| Local Board to develop and implement orientation program for adjunct instructors. | KRS 161.046 |  |  |  | ✓ |  |
| KDE shall provide technical assistance and training for multi-tiered system of supports upon District request. | KRS 158.305 |  |  |  | ✓ |  |

**This is not an exhaustive list – Consult OSHA/ADA and Board Policies for other training requirements.**

For training provided in person, participants should sign in at the end of the meeting to document their attendance. The sign-in sheet shall be maintained in paper or electronic format as required by the Kentucky *Records Retention/Public School District Schedule.*

EXPLANATION: THE FEDERAL BUREAU OF INVESTIGATION (FBI) REQUIRES THAT THE KENTUCKY STATE POLICE (KSP) AUDIT SCHOOL DISTRICTS FOR COMPLIANCE WITH CRIMINAL HISTORY RECORD INFORMATION (CHRI). IN COLLABORATION WITH KSP, THIS PROCEDURE WILL ASSIST DISTRICTS WITH COMPLIANCE.

FINANCIAL IMPLICATIONS: COSTS OF TRAINING/MAINTAINING/DESTROYING RECORDS

# PERSONNEL $03.21 AP.2521

Criminal History Record Information

See existing Procedure 03.11 AP.2521 for Criminal History Record Information.

Related Procedure:

03.11 AP.2521

# Draft All New Language 4/5/22

# STUDENTS G09.14 AP.232

Release of Records to State Child Welfare Agency

In order to facilitate the proper transfer, enrollment and educational placement of a child placed in foster care, authorized representatives of a child welfare agency (Cabinet for Health and Family Services) who must be authorized to access the child’s case plan may be granted access to student records without parental consent if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. This form provides access to student records that may be granted on a confidential basis to a child-caring facility or child-placing agency case manager for the same purposes where Cabinet officials with authorized access as stated above certify in writing that such persons or entities are acting in a representative capacity for the Cabinet, are responsible for care of the child, and are authorized to access the child’s case plan. Any persons/agencies receiving access to education records as provided above are prohibited by federal law from releasing a child's education records to any individual or entity, except those engaged in addressing the child's educational needs. All applicable information in the below form must be provided/completed.

On behalf of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (agency), I am requesting access to and/or release of information in the educational records of the following student enrolled in the District:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of Student School*

Specific Information Requested

|  |  |
| --- | --- |
| 🞏 All cumulative records🞏 Attendance record only | 🞏 Grade records only🞏 Standardized test data only |

🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that I and my agency are prohibited by federal law from releasing a child's education records to any individual or entity, except for those at my agency engaged in addressing that child's educational needs.

I also understand that if the United States Department of Education determines that a third party outside the educational agency or institution discloses educational record information in violation of the law, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five (5) years.

By virtue of my signature, I certify:

* I am a representative/caseworker for the following state child welfare agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
* This agency is responsible under state law for care and protection of the student as provided in the court order referenced below;
* A case plan for the student has been established or is in process for the student; and
* As representative/caseworker I have the right to access such case plan.

Contact Information

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Requesting Individual Title Date*

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# STUDENTS G09.14 AP.232

#  (Continued)

Release of Records to State Child Welfare Agency

Certification Regarding Child Caring or Placing Agencies (if applicable)

On behalf of the Cabinet, I additionally confirm that the following individuals/agencies are serving the child as representatives of the Cabinet, are responsible for the care of the child, are authorized to access the child’s agency case plan and that access to educational records as checked above is necessary in order to facilitate the transfer, enrollment and educational placement of the child.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(on behalf of the Kentucky Cabinet for Health and Family Services)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone/Address/Email Address

🞏 Child-caring facility\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone/Address/Email Address

* Child placing facility case manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone/Address/Email Address

Persons/agencies receiving access to education records as signing above acknowledge they are prohibited by federal law from releasing a child's education records to any individual or entity, except those engaged in addressing the child's educational need and that if the United States Department of Education determines that a third party outside the educational agency or institution discloses educational record information in violation of the law, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five (5) years.

**(THE SECTION BELOW TO BE COMPLETED BY DISTRICT RECORDS CUSTODIAN/DESIGNEE)**

* The District has an attested or certified original court order placing the student whose records are released under the care and protection of the requesting agency, which order is still in effect.
* The requesting individual presented appropriate credentials and identification.
* Payment has been made for any copies requested.

The requesting individual was notified of the following on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date):

* The request was 🞏 approved 🞏 not approved.
* If approved, the records will be available on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Records Custodian/Designee Date*