

Student Records/Transcripts for Special Education and 504 Students

(Maintaining and Requesting)

Maintaining

Student records for Special Education are maintained in the Special Education and Student Services Office in hard copy form for three years after a student graduates, no longer receives special services or leaves the district.

Requesting Records/Transcripts

There is no fee to obtain a copy of student records or transcripts.

All records and transcripts hand carried by individuals are considered unofficial records. Official records/transcripts are sent directly from the Warren County R-III School District to the forwarding organization with an official school seal affixed.

Missouri school districts legally have five business days to respond to requests for records or transcripts, and two days to request them. Our goal is to respond within 1-2 days of the request, though during peak times this may not be possible.

Student Records

Records for students transferring to another K-12 school district must be requested in writing from the forwarding school. Requests for records may be mailed, faxed or e-mailed to the Special Education and Student Services Office. Minimal necessary records may be faxed in urgent situations, with all other records being mailed directly to the requesting school.

Parents/individuals requesting records must submit a written request or bring in a photo ID. If submitting a written request, please mail, fax or e-mail the following information:

- Student's name
- Last year attended/graduated
- List what records you are needing copies of
- Purpose for request
- Date of request
- Phone number
- Signature

Student Transcripts/ Information

Due to the stipulations of FERPA, the Federal Educational Rights and Privacy Act, transcripts for individuals over the age of 18 must be requested by the individual and cannot be released to a parent or guardian unless the student or former student provides written permission.

FERPA

Student records are protected under the Family Educational Rights and Privacy Act, FERPA. The school district's FERPA announcement is distributed publicly during each school year. The text of this law can be read at this address:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>