



EDUCATION		
4405.02 Education Program Records	Effective	01/29/2019
	Replaces	4405.02
	Dated	03/29/2012

The Arizona Department of Juvenile Corrections (ADJC) secure care facility Education Bureau shall maintain education records for all students and provide student transcripts to qualified requestors as defined in the Arizona Revised Statutes (A.R.S.) §§ 15-828, 15-741, and 15-766 as well as the Individuals with Disabilities Education Act (IDEA) and Family Education Rights and Privacy Act (FERPA). ADJC Education Bureau will also provide unofficial transcripts to students and employees as requested for program review, diploma readiness, and scheduling purposes in accordance with Policy 4401 Confidentiality of School Records.

AUTHORITY

Arizona Revised Statutes (A.R.S.)	
§ 15-741	Assessment of pupils
§ 15-766	Evaluation of child for placement in special education program; due process hearing procedures
§ 15-828	Birth certificate; school records; exception
§ 41-2804	Duties and powers of the director
§ 41-2831	State educational system for committed youth; report
American Correctional Association (ACA)	
3-JTS-5D-01,02,11,12	Comprehensive Education Program
Federal Law	
Individuals with Disabilities Education Act (IDEA)	
Family Education Rights and Privacy Act (FERPA)	

PROCEDURES

1. Under the direction of the **EDUCATION PROGRAM ADMINISTRATOR, AN ADMINISTRATIVE ASSISTANT (AA) OR DESIGNEE** shall:
 - a. Within the first five days of the juvenile's arrival, using the Portal System, make an initial records request to previous schools attended for each student entering a secure care school for the first time:
 - i. If no records arrive after ten days, make a second request; and
 - ii. If no records arrive within five days after the second request, make a third request and notify the Education Program Administrator or designee of the delay; and
 - iii. All initial and secondary requests shall include a request for all previous IEP and 504 information/records.
 - b. Ensure all immunization and vision/hearing health records are received and a copy is immediately sent to the Health Unit;
 - c. Ensure all transcripts, withdrawal slips, and relevant education records are included in the educational records:

- i. If transcripts are not included, make a second request and follow rule 1. a. of this policy, if necessary.
 - d. Develop a cumulative Education Record File containing basic education information for each new student upon his/her enrollment in an ADJC education program in accordance with to A.R.S. § 15-741. This file shall include the following information, if available:
 - i. Face sheet;
 - ii. AZ Merit;
 - iii. Standardized assessment results;
 - iv. Birth certificate/student identification including legal documents indicating name changes, adoptions, etc.;
 - v. Independent study and/or test-out documentation;
 - vi. Immunization and vision/hearing health records; and
 - vii. Prior schools' transcripts and/or grade sheets.
 - e. Maintain an Education File for each student in the education office;
 - f. Add pertinent education data to a student's Education File as it is generated, including but not limited to:
 - i. Assessment results;
 - ii. 45 day screening activities;
 - iii. Records for special education students including:
 - (1) Current Multidisciplinary Evaluation Team (MET) report;
 - (2) Current Individual Education Plan (IEP);
 - (3) Current psycho-educational evaluation report and other reports relating to determination of eligibility; and
 - (4) All reports and assessments used in determining eligibility for services to include but not limited to:
 - (a) 504s;
 - (b) Prior Written Notice (PWN);
 - (c) Progress Monitoring;
 - (d) Manifestation Determination Review (MDR);
 - (e) Functional Behavior Assessment (FBA);
 - (f) Behavior Intervention Plans (BIPS); and
 - (g) Related Services.
 - g. Enter in the Portal System, the date when the records are received and forward all transcripts to a guidance counselor or designee for credit review for acceptance and data entry.
2. When records are requested the **EDUCATION RECORDS EMPLOYEE** shall:
- a. Prepare official transcripts upon receiving a request for a student under 18 years of age;
 - b. Have the transcript reviewed by another guidance counselor, Education Program Administrator, or another designee;
 - c. Sign the official transcript once the review has been completed;
 - d. Send an official transcript to requestor within ten days of receipt;
 - e. Notify supervisor if transcript request cannot be sent within ten days;
 - f. Contact the designated Education Administrator with unresolved questions regarding qualifying grades/credits;
 - g. Include in records transmittal that appropriate staff may be available for participation in students next 504 or IEP meeting after release; and
 - h. Notify ADJC Legal Systems Bureau that a records request has been fulfilled.
3. Upon receiving an outside request for a transcript for a student over 18 years of age, the **EDUCATION RECORDS EMPLOYEE** shall:
- a. Retrieve all credit/grade documents from the student file;
 - b. Complete draft transcript and attach to document;
 - c. Send the completed packet to the designated transcript reviewer for approval no later than eight days after receiving the request;
 - d. After the review is completed, generate an official transcript and sign it;
 - e. Send official transcript to requestor within ten days from receipt of the request;
 - f. Notify supervisor if transcript request cannot be sent within the ten day requirement;

- g. Retain the faxed or other dated request for transcript and the fax transmittal receipt to document compliance with the ten day requirement;
 - h. Make available to his/her supervisor the tracking/log book of source documents for periodic review; and
 - i. Notify ADJC Legal Systems Bureau that a record request has been fulfilled.
4. The Education File shall remain in the education office until the student reaches 18 years of age, or the ADJC's jurisdiction has ended, at which time, the **EDUCATION RECORDS EMPLOYEE** shall ensure the following documents are placed in the designated area for records retention:
- a. Face sheet;
 - b. AZ Merit;
 - c. OSHA Certificate;
 - d. Test of Adult Basic Education results (TABE);
 - e. Standardized assessment results;
 - f. Birth certificate/student identification including legal documents indicating name changes, adoptions, etc.;
 - g. Immunization and vision/hearing health records;
 - h. Signed withdrawal notice;
 - i. Official transcript; and
 - j. Special education records listed in rule 1.f.iii for all special education students.
5. When the juvenile turns the age of 23 the **EDUCATION RECORDS EMPLOYEE** shall deed the following contents of the juvenile's education file to state archives for further retention:
- a. GED or High School Graduation certificates;
 - b. OSHA Certificate;
 - c. Birth certificate/student identification including legal documents indicating name changes, adoptions, etc.;
 - d. Final withdrawal; and
 - e. Special Education records listed in rule 1.f.iii for all special education students.

Signature Date	Approved by
<u>01/29/2019</u>	<u>Original Signature on File</u> Dr. Kim Eger, Education Superintendent
Signature Date	Approved by
<u>01/30/2019</u>	<u>Original Signature on File</u> Jeff Hood, Director
Effective Date	
<u>01/31/2019</u>	