

## 6.3 STUDENT RECORDS MANAGEMENT

### PURPOSE

- P1. To ensure accurate documentation of the services provided, skills acquired, and benefits provided to students.
- P2. To establish uniform systems for the maintenance and disposition of student records.
- P3. To ensure that students rights to privacy are safeguarded.

### REQUIREMENTS

#### R1. Records System

Centers shall develop and maintain a uniform records system to accurately document and regularly update the following types of information, services, and accomplishments for each student during enrollment as specified in the designated chapter:

Administrative Records (enrollment data, allowances and allotments, leaves and absences)	Chapter 6
Career Preparation and Development Records	Chapter 2 Chapter 3
Health History and Services	Chapter 6
Personal and Social Development Records	Chapter 3
Career Transition Information	Chapter 4

#### R2. Student Personnel File

Centers shall maintain a student personnel file for each student throughout enrollment, which includes the following documents:

- a. Folder Inventory Form
- b. Student Job Corps Data Sheet (ETA 6-52)<sup>1</sup> and required enrollment forms
- c. Travel Authorization (ETA 6-28)<sup>1</sup>

<sup>1</sup> Forms generated through OASIS (Outreach and Admissions Student Input System). For Forms requiring signature, a signed copy shall be maintained in the student personnel file.

- d. Job Corps Enrollee Allotment Determination (ETA 6-58)<sup>1</sup>
- e. Request for Readmission (ETA 6-60)
- f. Record of Clothing Issued and Taxable Transportation (ETA 6-105)
- g. Designation of Beneficiary (SF 1152)
- h. Personal Contact Form
- i. Zero Tolerance for Violence and Drugs Certifications
- j. All documentation related to pay and leave status, including leave request forms and parental pass consents for minors
- k. Job Corps Consent Form
- l. Equal Opportunity Notice (Exhibit 6-11)

### R3. Separation

At the time of a student's separation from Job Corps, centers shall:

- a. Combine all records listed below pertaining to that student into a single record and store it in a central location on center. Electronic records shall be printed and maintained in hard copy in the student's personnel record. Records of separated students shall contain documents as specified below:
  - 1. All records indicated in R2 above
  - 2. Placement and Assistance Record (ETA 6-78)
  - 3. Health Record (SF 93)
  - 4. Copy of official GED certificate or if not available, passing scores, or High School Diploma earned while in Job Corps
  - 5. Notice of Termination (ETA 6-61)
  - 6. Training Achievement Record (TAR)
  - 7. TABE Answer Sheets

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<sup>1</sup> Forms generated through OASIS (Outreach and Admissions Student Input System). For Forms requiring signature, a signed copy shall be maintained in the student personnel file.

8. Documentation supporting disciplinary separation
  9. Personal Career Development Plan
- b. Provide a copy of the student's TAR, resume, career transition assessment, and Job Corps consent for release of information to the career transition contractor within 5 working days of separation. Information from confidential files shall not be released to career transition contractors.
  - c. Maintain records of separated students on center for at least 3 years, at which time they will be retired to the Federal Records Center as directed by the regional office.

#### R4. Student Death

In the event of a student's death, centers shall forward the entire record to the national office of Job Corps within 10 days. The record shall include the sealed health record, death certificate, relevant counseling notes and records, and autopsy and chemical analysis report if received.

#### R5. Confidentiality of Student Records

Centers and OA/CTS contractors shall safeguard and ensure the confidentiality of student personal information contained in records as well as verbal and written communications, in accordance with federal, state, and local law, and as specified in Appendix 601 (Student Rights to Privacy and Disclosure of Information).

#### R6. Access to Student Records

Centers and OA/CTS contractors shall provide students and parents/guardians of minors with access to their records on request, with the exception of medical records, which may be released only to medical professionals.

#### R7. Release of Information

Centers and OA/CTS providers shall respond to requests from former students or third parties for information concerning their enrollments, upon receipt of a written, signed release of information, and in accordance with provisions of Appendix 601. This shall apply as long as the center has custody of the record.

#### R8. Freedom of Information Act Requirements

Centers and OA/CTS contractors shall respond to requests for disclosure of personal information about students in accordance with the Freedom of Information Act as specified in Appendix 601.

R9. Subpoenas for Student Records

Centers and OA/CTS contractors shall forward all subpoenas to produce a student record or to testify regarding a student record to the regional office.

**QUALITY INDICATOR (S)**

Q1. Students and staff understand and respect confidentiality of student information.

Q2. Requests for information are responded to in a timely and professional manner.

Q3. Student records accurately identify and document student progress and achievement.