



MAGNOLIA PUBLIC SCHOOLS

Board Of Directors

Board Agenda Item #	III. B
Date:	6.28.2016
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D. CEO & Superintendent
Staff Lead:	Kenya Jackson Interim CA0
RE:	Action plan for student records

Proposed Board Recommendation

Information Item, no actions needed

1. Summary of required actions by Santa Clara County Office of Education and California Department of Education as it pertains to the handling of student records.
2. Action Plan

Background

Santa Clara County Office of Education Charter School's Office Closure Protocol requires the following action within 7 calendar days from the determination of the Closure Action or within 7 days of the last student attendance day at charter school that the school will provide parents, students and the receiving school districts with copies of all appropriate student records.

All transfers of student records will be made in compliance with the Family Educational Rights and Privacy Act ("FERPA") 20 U.S.C. Section 1232g.

Student records are to include the following: state assessment results, special education records and personnel records

Additionally, the CDE requires written communication about: the location of student and personnel records, information on how to transfer the student to an appropriate school, a certified packet of student information (grade reports, discipline records, immunization records and any other appropriate information) and information on student completion of college entrance requirements for all high school students affected by the closure.

Budget Implications

Cost for mailings: \$3,000

Cost for storage: \$200.00 monthly fee

Attachments:

Action Plan

Name of Staff Originator:

Kenya Jackson, Interim Chief Academic Officer



MAGNOLIA PUBLIC SCHOOLS

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Action Plan

Student Records	Transfer of Student Files	Communication Tools	Timeline
<p>Final grades submitted by MSA-SC teachers</p> <p>Copies of all final reports cards</p> <p>Copies of official and unofficial transcripts, diploma certificate</p> <p>Copies of transcripts Requested by MSA-SC parents</p> <p>2014-2015 Smarter Balanced Results- have to locate addresses of former students</p> <p>2015-2016 Smarter Balanced Results- pending district release</p> <p>Request from districts for student records</p>	<p>All MSA-SC cum files were physically collected and stored at Magnolia Education Research Foundation Home Office</p>	<p>FAQS updated on MSA SC website</p> <p>2015-2016 Parent and Student Handbook uploaded to explain grades and credits for middle and high school students</p> <p>Academic Assistant and Operations Assistant will contact every MSA-SC parent the week of June 27, 2016 to determine: student placement, and to answer questions</p> <p>Google Doc- also posted on the website that updates the above information</p> <p>Updates for students who participated in on line courses through Fuel Ed and students who are eligible for credit recovery posted on MSA-SC website</p>	<p>Grades submitted by MSA SC teachers completed June 20, 2016</p> <p>Transfer of files to MERF- June 23,2016</p> <p>Final report cards mailed- June 22, 2016</p> <p>Copies of official/unofficial transcripts and diploma/ certificate mailed- June 24, 2016</p> <p>Copies of requested transcripts mailed June 24, 2016</p> <p>Communicate to all MSA-SC parents the week of June 27, 2016</p> <p>Request from districts for student records-ongoing with an internal 7 day time-line</p> <p>On line course will continue through August 31, 2016</p>