



ORANGE COUNTY DEPARTMENT OF EDUCATION
 EDUCATIONAL SERVICES DIVISION
 LEARNING SUPPORTS UNIT PRESENTS

MAINTENANCE & ACCESS OF STUDENT RECORDS TRAINING

January 20, 2022

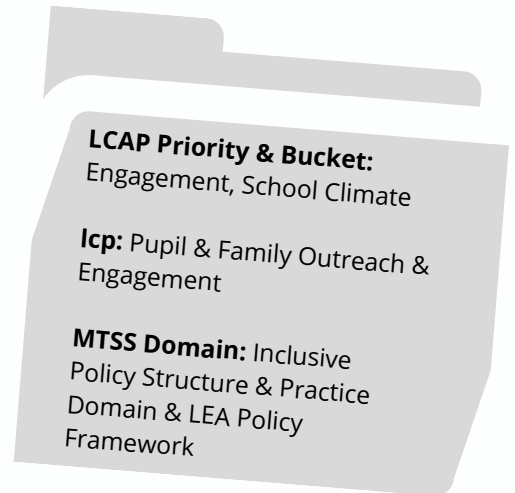
9:00 A.M. to 12:00 P.M.

No Cost

Virtual Training

Please register at:

<http://ocde.k12oms.org/1249-204253>



LCAP Priority & Bucket:
 Engagement, School Climate

Icp: Pupil & Family Outreach & Engagement

MTSS Domain: Inclusive Policy Structure & Practice Domain & LEA Policy Framework

The Maintenance and Access of Student Records Training is a resource intended for staff and educators of public K-12 schools and school districts in Orange County. Resources found here typically address FERPA and how it applies to the various day to day operations of public schools at the administrative level. Guidance is also provided for specific situations that occur in the K-12 setting related to access, maintenance and storage of student records and files.

Presenters:

Carl Piper, Legal Counsel, Orange County Department of Education

Terrance J. Dunn, M.Ed., Coordinator, Student Services, Orange County Department of Education

Topics we will cover:

- Confidentiality
- Access to records
- Transfer of records
- Challenges to content of records
- Storage of records/student files
- Maintenance & destruction
- Policies & procedures
- Responding to subpoenas

Target Audience:

All school or district staff involved with student record keeping



Training Questions: Terrance J. Dunn, M.Ed., tdunn@ocde.us

Registration Questions: Lorena Rodriguez, lrodriguez@ocde.us

To learn more about OCDE's Resources and Supports for Professional Learning visit:

<https://ocde.us/professionallearning/Pages/default.aspx>

Individuals with disabilities in need of auxiliary aides services may request assistance by contacting lrodriguez@ocde.us. OCDE may take photographs of participants at the event. These photographs might be used to document the event, promote events in written materials, posted on the OCDE website or supplemental webpages, or on the digital frame in the entry to OCDE offices.