

Title 6. Education

Chapter I. Division of Elementary and Secondary Education

Subchapter H. School Districts

Part 237. Rules Governing Student Permanent Records

Subpart 1. Generally

6 CAR § 237-101. Title.

This part shall be known as the Department of Education's "Rules Governing Student Permanent Records".

6 CAR § 237-102. Purpose.

The purpose of this part is to apprise districts of the requirements for maintaining and producing student permanent records.

6 CAR § 237-103. Information maintained in student records.

(a)(1) Every school and school district must maintain a student permanent record for each student enrolled in the district.

(2) Student permanent records may be:

- (A) Kept electronically;
- (B) Kept on paper; or
- (C) A combination of both.

(b) The following information must be maintained in a student's permanent record:

(1)(A) The student's:

- (i) Social Security number;
- (ii) Name;
- (iii) Address; and
- (iv) Telephone number.

(B) If the parent, legal guardian, or other responsible person did not provide a Social Security number, the school district must maintain the nine-digit

identification number designated by the Department of Education pursuant to Arkansas Code § 6-18-208;

(2) A copy of the document indicating the child's age required for enrollment, provided by the parent, guardian, or other responsible person under Arkansas Code § 6-18-208(b);

(3) The address, home telephone number, work telephone number, occupation, and workplace of the student's:

(A) Parents;

(B) Legal guardians; or

(C) Other responsible persons;

(4) The names of the student's siblings, if any;

(5) The student's emergency contact person and that person's telephone number;

(6) The student's health record, including the following:

(A) Record of required immunizations as required by Arkansas Code § 6-18-702, or documentation of an exemption from immunization requirements under Arkansas Code § 6-18-702(d);

(B) Indication of disability or chronic illness;

(C) Allergies;

(D) Regularly prescribed medication;

(E) Hospital and doctor preference; and

(F) A copy of any written accident report for accidents occurring at school;

(7) Record of grades;

(8) All information concerning educational programming, including statewide student assessments, required under the Arkansas Educational Support and Accountability Act, Arkansas Code § 6-15-2901 et seq., including a chronological copy of all state-mandated assessment results;

(9) Student enrollment information, including:

(A) Entry date;

(B) Exit date;

- (C) Reason for leaving, if applicable;
- (D) Location of transfer, if applicable;
- (E) Date of graduation, if applicable;
- (F) Reason for dropout and age at dropout, if applicable; and
- (G) Records of nongraduating students as required by Arkansas Code § 6-

18-214;

(10) The student's attendance record in accordance with Arkansas Code § 6-18-213;

(11) A current list of credits towards graduation requirements; and

(12) Any other document required by federal law.

(c)(1) The permanent student record must be maintained by each school district until the student:

(A) Receives a high school diploma or its equivalent; or

(B) Is beyond the age for compulsory attendance under Arkansas Code § 6-18-201.

(2) Upon the transfer of a student to another district, the transferring district must maintain a copy of the student permanent record as it exists at the time of transfer until the student:

(A) Receives a high school diploma or its equivalent; or

(B) Is beyond the age for compulsory attendance under Arkansas Code § 6-18-201.

(d) Following the annexations or consolidations under Arkansas Code § 6-13-1601 and prior to any consolidation, annexation, detachment, approval of a conversion charter, or any other type of reclassification or reorganization of a school district, a receiving school district shall obtain and retain all student and historical records and documents from the affected school district, including but not limited to those items listed in Arkansas Code § 6-13-1607.

6 CAR § 237-104. Providing copies of the student record.

(a)(1) A copy of the permanent student record must be provided to the receiving school district upon the transfer of a student to another district.

(2) The school district must provide the copy of the student's permanent record to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

(3) The school district shall not fail or refuse to provide a copy of the student's permanent student record to the receiving school district because the student owes money to the school district for school-related charges, including without limitation charges for:

- (A) Food services;
- (B) Unreturned library books; or
- (C) Fees.

(b) Upon request by a parent, legal guardian, or the parent's or legal guardian's agent, a copy of the permanent record must be provided in a timely manner not to exceed forty-five (45) days.

(c) In addition to this part, all districts and educational agencies must comply with all federal laws related to student records.