

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

NUMBER
505

REVISED
10/16/23
EFFECTIVE
12/03/01

REVIEWED
10/16/23
PAGES
4

SUBJECT: MANAGEMENT AND RETENTION OF EDUCATIONAL RECORDS

CATEGORY: EDUCATIONAL SERVICES

Policy

The purpose of this policy is to safeguard juvenile education files and ensure that files are consistently maintained in a manner that achieves confidentiality, accurate availability of file material for individual case analysis, proper maintenance, and timely closing and retention of files.

It is therefore the policy of the Idaho Department of Juvenile Corrections (IDJC) to protect against unauthorized access or removal of juvenile educational files and to provide access in accordance with state law and federal regulations. This policy serves to establish guidelines for the composition, maintenance, retention and disposal of educational records.

Operating Procedures

I. Student Intake

- A. The education Technical Records Specialist 2 (TRS2) - HQ fills the role of educational records technician for the IDJC.
- B. The education TRS2 receives notification from the Idaho Juvenile Offender System (IJOS) of a student's commitment to IDJC custody.
- C. Upon arrival to an Observation and Assessment (O&A) Unit or contracted regional O&A provider, the student completes an Education Intake Questionnaire (DJC-301) form, which provides the student's educational history and previous schools attended. A designated staff member forwards the questionnaire to the education TRS2 within one (1) business day after the student arrives at the facility.
- D. The education TRS2 requests records from the previous school(s), including special education records, within two (2) business days from the receipt of the DJC-301 form.

II. Creation and Content of the Cumulative Education File

- A. The education TRS2 creates the cumulative electronic education file within one (1) business day of receiving the student's DJC-301 form.
The electronic cumulative education file shall contain:

1. Birth certificate
2. Unique student identifier
3. Identifying information/forms
4. Academic transcripts
5. Health immunization records
6. Special Education documents, 504 documents, courses of study, and testing results
7. Discipline records

B. Electronic File Naming and Contents

1. The electronic education file is named in Last Name, First Name format and stored in an online secure file in the education records vault.
2. Upon receipt, the previous school records are placed in the electronic education file and in the Student Information System (SIS) as an attachment. O&A testing results are also added to the SIS and electronic education file. Special Education records are stored in the ED Plan statewide special education system and the electronic education file.
3. The Education Unique Identification Number (EDUID) is retrieved from the Idaho State Department of Education system and placed in the cumulative electronic education file.
4. Education Program Managers provide the education TRS2 with copies of the items listed below for the cumulative education file.
 - a. Course of Study within 30 days of enrollment
 - b. Testing results within two weeks of completion
 - c. Permission from parent(s)/guardian(s) or adult student for GED participation, in accordance with GED Program (515) policy/procedure within one week of completion
5. IDJC education staff in facilities utilize the SIS and special education software to create education documents.
6. Documents and records not created in the SIS and special education software, such as those received from contract providers, are manually uploaded and stored in the SIS and electronic education record.
7. Upon the students release from IDJC custody, the electronic cumulative education file in the SIS is updated and the student is inactivated in all

education software programs. The electronic cumulative education record is moved to the released education records vault in the online secure file.

III. Security of Cumulative Electronic Education Files

- A. The Education Program Director supervises the education TRS2 who is responsible for the maintenance and accountability of the electronic cumulative educational records.
- B. Employees, parent(s)/guardian(s), adult students, and the Idaho State Department of Education auditors requesting to review cumulative education files are required to make an appointment with the HQ TRS2.
- C. Files are maintained in alphabetical order.
- D. A school-to-school request process is used to request educational records from former schools and to release educational records to new schools after release from IDJC custody.
- E. Verification of identity is required to release education records. A properly executed Request and Authorization to Release Juvenile Records (DJC-083) form or an agency's designated release form may be used for non-school-to-school transfer or release of education records. Education records are transferred via the online secure file platform after required authorizations are received.

IV. Cumulative File Maintenance

The education TRS2 maintains the active and inactive cumulative electronic education files.

V. Cumulative File Retention

- A. The education TRS2 maintains only electronic education files as of July 1, 2019.
- B. The education TRS2 maintains a list of education records that are stored at the [State Historical Society Records Center and Archives](#) (State Records Center), according to respective retention schedules. The education TRS2 and education staff at HQ may request educational records from the State Records Center. The education staff at HQ ensure the education records are returned to the State Records Center after educational records requests are fulfilled for the paper cumulative education records.
- C. Information contained in student educational files shall be maintained until the student's twenty-eighth (28th) birthday. Written records of individual students are confidential and shall be destroyed if not released to the parent(s), and/or adult former student prior to the student's twenty-eighth (28th) birthday.

- D. Special education records will follow the timeline set forth above; however, parents, or the adult student, will be notified prior to the destruction. The attempt to notify shall be in writing, and documented. Destruction will not occur earlier than 30 days post notification.

Reference: [Glossary of Terms and Acronyms](#)
 Records Management Guide, Department of Administration
 Idaho Public Records Act Manual, Office of the Attorney General, and
 section 9-340A.(1), Idaho Code Section 20-525A., Idaho Code

Desk Manual(s): *None*

Related Policies: [Public Records \(901\)](#)
 [Confidentiality/Privacy \(328\)](#)
 [Control and Maintenance of Case Management Files \(663\)](#)

Related Forms: [Education Intake Questionnaire \(DJC-301\)](#)
 [Request and Authorization to Release Juvenile Records \(DJC-083\)](#)
 [Records Destruction Log \(DJC-279\)](#)