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K12: 2006-130

MEMORANDUM

TO: District Superintendents
Private School Operators

FROM: Cheri Pierson Yecke, Ph.D.

DATE: September 5, 2006

SUBJECT: REQUIREMENTS RELATING TO RECORDS OF CLOSED PRIVATE SCHOOLS

Current statute provides a process for the transfer of student records to the local school district from private schools that become defunct.

Section 1002.42(3)(b), Florida Statutes, states that: “[a]ll private schools that become defunct shall transfer all permanent information contained in student records to the district school superintendent of the public school district in which the private school was located; or, if the private school is a member of a private school system or association, such school may transfer such records to the principal office of such system or association, which shall constitute full compliance with this subsection. In the event that such private school system or association becomes defunct, it shall transfer all the permanent information contained in its files to the district school superintendent of the public school district in which the private school was located.”

Thus, the superintendent maintains permanent record information for private schools that close. Also in paragraph (d) of that section, the law indicates that the purpose of the provision is to “facilitate access to academic records by former students seeking to continue their education or training after a private school has become defunct.” This implies the requirement to hold the permanent record information is a long term requirement.

CHERI PIERSON YECKE, Ph.D.
CHANCELLOR, K-12 PUBLIC SCHOOLS

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As defined by this section, the following definitions are relevant to this requirement:

"Defunct private school" means any private school that has terminated the operation of an education or training program, or that has no students in attendance, or that has dissolved as a business entity.

Permanent information, which includes verified information of clear educational importance, contain the following: student's full name and any known changes thereto due to marriage or adoption; authenticated birth date, place of birth, race, and sex; last known address of student; names of student's parents; name and location of last school attended; number of days present and absent; date enrolled; date withdrawn; courses taken and record of achievement; and date of graduation or program achievement.

For additional information on private schools, please contact Chad Aldis, Director, Scholarship Programs, at (950) 245-0877 or by e-mail at chad.aldis@fldoe.org.

CPY/cf