

STATE OF OKLAHOMA

2nd Session of the 55th Legislature (2016)

COMMITTEE SUBSTITUTE
FOR

HOUSE BILL NO. 2784

By: Strohm

COMMITTEE SUBSTITUTE

An Act relating to schools; amending 70 O.S. 2011, Section 24-114, which relates to student records; deleting requirement to prepare and file duplicate copies of certain student records; deleting requirement to file and permanently retain original copies of student records; directing school districts to compile, maintain and regulate student records in certain manner; authorizing school districts to store records in electronic or paper format; requiring student transcripts to be maintained for certain time period; defining transcripts; directing school districts to review and destroy certain unnecessary information; providing for certain notification; requiring disposal of certain records within certain time period after graduation, transfer or withdrawal of a student; requiring certain notification and opportunity to copy information; providing an effective date; and declaring an emergency.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. AMENDATORY 70 O.S. 2011, Section 24-114, is amended to read as follows:

Section 24-114. A. The ~~governing~~ board of education of each school district in Oklahoma shall ~~require every public school within~~

1 ~~its jurisdiction to prepare duplicate copies of individual~~
2 ~~scholastic and other permanent records relating to each pupil~~
3 ~~enrolled. The duplicate of said records shall be filed in a~~
4 ~~building separate and apart from the building where the original~~
5 ~~copy is filed or shall be filed in a fireproof vault designed for~~
6 ~~the purpose of protecting permanent records. The original copy of~~
7 ~~said records shall be filed and permanently retained by the~~
8 ~~respective public schools of this state~~ compile and maintain both
9 temporary and permanent records of students enrolled in the district
10 and regulate access, disclosure or communication of information
11 contained in the student records in a manner consistent with state
12 and federal law.

13 B. School districts may store all documents and information in
14 student records either electronically or in paper format. Records
15 shall be stored, backed up and secured in accordance with standards
16 and protocol developed by the State Board of Education.

17 C. The transcript of a student shall be maintained by the
18 school district for not less than eighty (80) years following the
19 graduation, transfer or withdrawal from the district of the student.
20 For purposes of this subsection, a transcript means the permanent
21 academic record of a student and shall include the name, address,
22 telephone listing and date and place of birth of the student, an
23 inventory of courses taken, all grades received, grade-point
24 averages or class rank, all academic and extracurricular honors and

1 awards received, all degrees conferred and extracurricular or after-
2 school activities.

3 D. During the time a student is enrolled in a school district a
4 designee of the district shall periodically review and destroy
5 information contained in student records that is no longer necessary
6 to provide educational services to a student. The parent or
7 guardian of the affected student or the student if the student is
8 eighteen (18) years of age or older shall be notified in writing not
9 less than sixty (60) days prior to the date established for
10 destruction of the information and shall be given an opportunity to
11 receive the information or a copy of it prior to its destruction. A
12 copy of the notice shall be placed in the temporary record of the
13 student.

14 E. Except for the transcript records as defined in subsection C
15 of this section, school districts shall dispose of information in a
16 student record at a time selected by the district that is between
17 five (5) years and seven (7) years after the student has graduated,
18 transferred or withdrawn from the district. School districts shall
19 give public written notice that student record information will be
20 disposed of five (5) to seven (7) years after the student has
21 graduated, transferred or withdrawn from the district. The notice
22 shall also state that a copy of the information will be provided to
23 the parents or guardian of a student or the student if the student
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1 is eighteen (18) years of age or older if requested prior to the
2 date of disposal.

3 SECTION 2. This act shall become effective July 1, 2016.

4 SECTION 3. It being immediately necessary for the preservation
5 of the public peace, health and safety, an emergency is hereby
6 declared to exist, by reason whereof this act shall take effect and
7 be in full force from and after its passage and approval.

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