



LPS Student Records Access

- User Group Key:**
- 1. Principal/AP
 - 2. FRC
 - 3. Office Staff
 - 4. Parent/Guardian
 - 5. Teacher
 - 6. Super Admin
 - 7. School Nurse

LPS Student Record - Transcript Contents	Electronic Location	Who has Access
Student name, address and phone #	PS / Demographics	ALL
Parent/Guardian name, address and phone #	PS / Demographics	ALL
Student DOB	PS / Demographics	ALL
Course titles, grades and credits	PS / Historical Grades or	ALL
	PS / MBA Reports or	ALL
	PS / High School Transcript	ALL
School and grade level attended by school year	PS / Historical Grades or	ALL
	PS / Transfer Info	ALL
MCAS scores (if applicable)	PS / PLS Vault / State Assessment	ALL
LPS Student Record-Temporary Record Contents	Electronic Location	Who has Access
Log of Access to LPS Student Record	PS/ PLS Vault / -Access Log	1,2,3,5,6,7
Copy of informed written consents from eligible student or parent to release information from an LPS Student Record, subpoenas and court orders	PS/ PLS Vault / -Consent to Release Records	1, 2, 3, 6
Initial Registration Paperwork	PS/ PLS Vault / Enrollment	ALL
Proof of Address	PS / PLS Vault / Enrollment	ALL
Student Birth Certificate	PS / PLS Vault / Enrollment-Confidential	1, 2, 3, 6
Custody/Divorce Documents	PS / PLS Vault / Enrollment-Confidential	1, 2, 3, 6 (PRIN informs tcher on NEED TO KNOW basis)
Restraining Order Documents	PS / PLS Vault / Enrollment-Confidential	1, 2, 3, 6 (PRIN informs tcher on NEED TO KNOW basis)
Grade level change documents	PS / PLS Vault / Enrollment	ALL
Student Report Cards (grades and attendance)	PS / MBA Reports	ALL
HS Transcript	PS / Print Reports / LHS Transcript	ALL
State Assessment (MCAS & ACCESS)	PS / PLS Vault / State Assessment	ALL
MCAS EPP documentation	PS / PLS Vault / State Assessment	ALL
Home Language Survey (EL)	PS/ PLS Vault / Enrollment	ALL
Intake Assessment Results (EL)	PS/ PLS Vault / English Learner Information	ALL
ACCESS Individual Score Report (EL)	PS/ PLS Vault / English Learner Information	ALL
Initial/Annual Notification Letter (EL)	PS/ PLS Vault / English Learner Information	ALL
FEL Recommendation & Monitoring Forms (EL)	PS/ PLS Vault / English Learner Information	ALL
Opt-Out Forms (EL)	PS/ PLS Vault / English Learner Information	ALL
Current IEP (SPED)	Frontline	1,3,5,6 Parent must request copy
Past IEPs (SPED)	Frontline Archive	1,3,5,6 Parent must request copy
Current 504 plans	Frontline	1,3,5,6 Parent must request copy
Progress Reports (SPED)	Frontline	1,3,5,6 Parent must request copy
Evaluations (SPED)	Frontline	1,3,5,6 Parent must request copy
Bullying Investigation Letters(School must redact all other student's names before uploading)	PS / PLS Vault / Bullying Investigation Letters	1,2,3,4,6 (PRIN informs tcher on NEED TO KNOW basis)
Completed Restraint Forms	PS / PLS Vault / Restraint Reports	1,3,4,6
Discipline Record	20-21 PS / Incidents (Before 20-21 / Old Discipline Database)	ALL - Take care to redact names of other students
Emergency Contact Forms (used to keep Demographics updated)	PS / Demographics	ALL - be sure info is frequently UPDATED in POWER SCHOOL (will not be kept in vault, is part of student record.
Psychological Reports	Frontline Archive	1,3,5,6 Parent must request copy
Medical Information	Health Master Archive	
The following are not to be included in or considered part of the LPS Student Record-Transcript or Temporary Record		
Filed 51-A reports - DO NOT INCLUDE		
Personal notes-teacher DO NOT INCLUDE OR SHARE TEACHER NOTES, DO NOT INCLUDE PARENT NOTES		
Test booklets or protocols - DO NOT INCLUDE		