

Haywood County Schools: Student Record Regulations 4700-R

Current Students: Records are kept at the high school. Schools should use the following to guide Records Requests:

- Forms of requests accepted:
 - Email, fax, or letterhead requests from other public schools, colleges, or juvenile services
 - Faxing records to public schools or colleges is acceptable for current students only
 - Keep all letterhead documents and file in cumulative folder
- Military Recruitment:
 - Request must be on letterhead and/or written request from student
 - If transcripts are requested on letterhead by military or government agency, the request must be verified with student
- Parents obtaining records for students 18+:
 - Policy #4700 – Parents must bring tax return cover sheet from previous year showing their child was claimed as a dependent
 - A legal Conservator or Power of Attorney may obtain student records by presenting documentation of the conservatorship or Power of Attorney along with a photo ID

Two Year Graduates: High Schools are responsible for maintaining these records. Schools should use the following to guide Records Requests:

- Forms of requests accepted:
 - Email, fax, or letterhead requests from other public school, colleges, or juvenile services
- Identification students must present:
 1. Photo ID: driver's license or any type of ID with a photo
 2. In the absence of photo ID we will except the following:
 - a. School official may attest who the student is
 - b. Guardian or spouse may verify who the student is and present their photo ID
 - c. Yearbook verification

****Make a copy of any photo ID or document used to verify student and fill out the disclosure form****

Graduates Beyond Two Years: The Central Office is responsible for maintaining these records. Schools should refer requests to the Central Office using the following. The Central Office will use these regulations to guide Records Requests:

- Forms of requests accepted:
 1. Online or in person at HCS Central Office
- Identification former students must present:
 1. Photo ID: driver's license or any type of ID with a photo
 2. In the absence of photo ID we will except the following:
 - a. Yearbook verification
 - b. Guardian or spouse may verify who the student is and present their photo ID
 - c. School administrator may attest who the student is

Effective July 1, 2016

Additional Regulatory Guidelines:

- If there is no signature or date on the record, administration may review transcript for credits or verify the graduation date with the official graduation list.
- In the absence of any student record for graduates, a signed written letter by the school principal may be given to the student stating the graduation date and that records will be sent if/when the record is located. Records beyond two years, the Associate Superintendent will write a letter or a licensed administrator present.
- Unpaid fees: for recent graduates, schools may attempt to hold records until fees are paid or administration may choose to waive the fee. Fees beyond two years will be at the discretion of the Associate Superintendent or a licensed administrator present.
- Graduates who are non-residents of Haywood County or any request made by a third party agency, including attorney's office, will be referred to the Need My Transcript link to request records. The link is located at www.haywood.k12.nc.us > Resources > Students.
- Record requests without student contact information should be delayed until the student can be notified and the request is verified.
- If a request for records is sent to the high school and the records are at Central Office, please advise the student or institution to use the Need My Transcript website or request records in person at the Central Office. Do not fax Central Office the request.
- Fees scale: (per transcript)
 - Official Transcripts for Current Student - \$2.00
 - Official Transcript for Graduates 0-2 years - \$2.00
 - Official Transcripts Beyond 2 years: \$5.00
 - Unofficial Transcripts Current & Beyond 2 years: \$0
- Transcripts shall not to be emailed under any circumstance.
- Records should be requested 24-48 hours before request is processed.
- Current students and recent graduate requests should be made between 8:00 AM and 3:00 PM.