



**WINDHAM SCHOOL  
DISTRICT**

**NUMBER: OP-09.06 (rev. 1)**  
**DATE: July 25, 2011**  
**PAGE: 1 of 2**  
**SUPERSEDES: OP-09.06  
September 1, 2001**

# **OPERATING PROCEDURES**

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**SUBJECT: STUDENT PARTICIPATION RECORDS**

**AUTHORITY: Texas Education Code Chapter 19**

**APPLICABILITY: Windham School District (WSD)**

## **POLICY:**

Each campus shall be responsible for entering and updating computer database information related to student participation in educational programs. Teachers shall be responsible for timely and properly maintaining student progress records as appropriate for their teaching assignment(s).

## **PROCEDURES:**

- I. WSD staff shall determine eligibility for school programs in accordance with Windham Board Policy (WBP)-08.01, "Student Eligibility for Windham School District Programs" and enter required enrollment data on the WSD administrative computer system.
- II. When a student is dropped from class due to a transfer, discipline, etc., the appropriate drop code shall be updated on the computerized attendance file. Refer to OP-09.18, "Withdrawing Offenders from Education Programs" for additional information.
- III. Each campus shall be responsible for developing and implementing its own method for conducting reviews of individual student progress. Appropriate documentation of student progress shall be maintained on student progress record (SPR) cards as appropriate for teaching assignment(s).
- IV. WSD shall not award certificates for partial completion of educational programs. Unit staff shall not award certificates of participation. Official certificates are available from the Division of Instruction.

- V. When a student transfers to another unit, the following student records shall be conveyed to the receiving unit:
- A. CHANGES and Cognitive Intervention SPR cards;
  - B. College Transcripts;
  - C. Language Proficiency Assessment Committee (LPAC) determination form for Limited English Proficient (LEP) students;
  - D. Response to Intervention (RTI) and Intervention Assistance Team (IAT) documents; and
  - E. Other relevant educational records (e.g., Career and Technical Education or Industry certificates).
- VI. When a student leaves the unit for a bench warrant or medical reasons, education records shall be kept on the unit pending return. If the offender has not returned to the unit within six weeks, follow the procedures for released offenders (see VII below).
- VII. When a student is released from the Texas Department of Criminal Justice, the following procedures shall be followed:
- A. Within one week of his/her release, send the following forms to the WSD Counseling, Testing and Records Department for scanning. Units will not necessarily have these documents, but any that are on the unit should be included.
    - 1. RTI records
    - 2. IAT records (white copy)
  - B. Special Education student files shall be sent to the diagnostician.

\* Signature on file  
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Marjie Haynes  
Director, Division of Instruction