

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-1E-01, 5C-04-1
CHAPTER: Detention Services	AUTHORITY: KRS 15A.065	
SUBJECT: Education Records		
POLICY NUMBER: DJJ 725.2		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell , COMMISSIONER		

I. POLICY

Federal and state laws and regulations govern the confidentiality, maintenance, handling and access of education records.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

- A. No person, including education personnel, authorized to obtain records pursuant to KRS Chapter 600 to 645 shall obtain or attempt to obtain records to which they are not entitled or for purposes for which they are not permitted.
- B. Persons, including education personnel, not authorized to obtain records pursuant to KRS Chapter 600 to 645 shall not obtain nor attempt to obtain records that are made confidential pursuant to KRS Chapter 600 to 645, except upon proper motion and authorization from a court of competent jurisdiction.
- C. No person shall destroy or attempt to destroy any record that is required to be kept unless the destruction is permitted by state law and is authorized by the court upon proper motion and good cause for the destruction being shown.
- D. Release of the juvenile’s record, including behavior management, medical, dental, mental, or psychological reports is prohibited unless presented as evidence in court pursuant to an authorization or otherwise in accordance with law. No person, including school personnel, shall disclose any report or information contained therein except as permitted by specific order of the court authorization or law.

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V. MONITORING MECHANISM

The Education Branch Manager or designee, the Quality Assurance Branch, the Facilities Regional Administrator, the Superintendent, and the school administrator shall monitor these activities. Monitoring shall be conducted annually.