



Guidance Document – Court Ordered Expungement Regarding DPS School Records

Overview:

Questions arise when a school or central administration employee receives an “Order of Expungement of Records” issued by a court for school-based incidents. This guidance will describe the parameters of the records to be expunged, if any, and whom to contact for assistance.

The School Board Policies:

DPS School Board Policy JRA/JRC Student Records/Release of Information on Students provides:

- the description of what is to be considered an educational record
- who is responsible for the records
- how access can be gained to the records and by whom
- with whom records can be shared or disclosed and what the process is
- an overview of requests for the amendment of student records

DPS School Board Policy JRA/JRC-R Regulation regarding Student Records and Release of Student Information provides the guidelines for the implementation of JRA/JRC.

Guidance Regarding a Court Order to Expunge a School Record:

DPS student records have the potential to be amended in a variety of ways. In general, Policy JRA/JRC-R in the section entitled, “Request to Amend Student Education Records,” indicates a parent or eligible student must submit the request in writing to an appropriate school official specifying the portion of the record to be amended and why it is inaccurate, misleading, or violates the student’s privacy rights.

When the request provided by the parent/eligible student is a court order to expunge the school record, the school official receiving the request:

- Reviews the court order to understand exactly what content is to be removed
- Reviews the court order to understand exactly from which school records the content needs to be removed
 - If school record is Infinite Campus, contact the Data Quality Management Team
 - Hotline 720-423-1349
 - Data Quality Management Supervisor: Autum Brown 720-423-1363
 - If school record is emails on the DPS server, contact the Department of Technology Services
 - dotshelp@dpsk12.org
 - DoTS Service Desk 720-423-3888
- Leaves unchanged any documentation of the context not referencing the content to be removed

Example: A court order stipulates the removal of any mention of a criminal case from Infinite Campus. This request would result in a contact to the Data Quality Management Team and the following change: “The student was causing a serious disruption in class by throwing chairs and turning over desks. The student was shouting inappropriately at the teacher during this incident. While being escorted to the Discipline Building Leader’s office, the student tore posters off the

walls in the hallway. ~~Arriving in the Discipline Building Leader's office, the School Resource Officer ticketed the student for vandalism.~~ In this case, only the last sentence needs to be removed.

- Once any necessary changes to the record(s) have been made, the school official who received the request for expungement needs to contact the legal guardian to report the record has been reviewed and necessary changes have been made. The school official also provides the legal guardian with a copy of the edited record.