

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:110
CHAPTER: Day Treatment Services		AUTHORITY: KRS 15A.0652
SUBJECT: Educational Records		
POLICY NUMBER: DJJ 1023		
TOTAL PAGES: 2		
EFFECTIVE DATE: 4/05/2019		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Federal and state laws and regulations shall govern the confidentiality, maintenance, handling, and access of educational records, including academic, technical, and vocational.

II. APPLICABILITY

This policy shall apply to Department of Juvenile Justice (DJJ) operated treatment programs.

III. DEFINITIONS

Refer to Chapter 1000.

IV. PROCEDURES

- A. DJJ staff may assist education and vocational staff in obtaining records.
- B. Individual client records (ICR's) may include academic, technical, and vocational information, when applicable.
- C. No person, including education personnel, authorized to obtain records pursuant to Kentucky Revised Statute (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 to obtain them.
- D. 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.
- E. DJJ rehabilitation instructors shall be responsible for sending lesson plans, curriculum, assessment tools, and task sheets to the DJJ Education Branch designee.

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- F. Vocational records, for students transferred to another facility shall be sent to the receiving programs rehabilitation instructor within fourteen (14) school days. The vocational records shall include:
1. Initial vocational interview, indicating barriers to employment;
 2. Vocational assessment results;
 3. Learning and working styles assessment results;
 4. The results of a career aptitude assessment tool;
 5. Financial Literacy task sheet indicating hours and tasks completed;
 6. Workforce development curriculum task sheet indicating hours and tasks completed;
 7. Career pathway indicating career clusters and activities, training, or experience obtained or completed within the cluster; and
 8. Transition efforts initiated toward post-secondary education or training, for example financial aid or enrollment applications.

V. MONITORING MECHANISM

- A. The Facilities Regional Administrator (FRA), Superintendent, and DJJ Education Branch shall monitor these activities.
- B. The DJJ Education Branch shall review documentation annually and an on-site visit shall be conducted bi-annually.