

**TRIUMPH PUBLIC HIGH SCHOOLS (TPHS) BOARD POLICY  
MANUAL**

**POLICY GROUP 3 – STUDENTS**

**ELECTRONIC STUDENT RECORDS SYSTEM**

PG-3.24

TPHS shall participate in an electronic student records system that satisfies standards approved by the Commissioner.

The electronic student records system must permit an authorized state or TPHS official to electronically transfer to and from an educational institution in which the student is enrolled and retrieve student transcripts, including information concerning a student's:

1. Course or grade completion;
2. Teachers of record;
3. Assessment instrument results;
4. Receipt of special education services, including placement in a special education program and the individualized education program developed; and
5. Personal graduation plan as described by Education Code 28.0212 or 28.02121, as applicable.

Any person involved in the transfer and retrieval of student information is subject to any state or federal law governing the release of or providing access to any confidential information to the same extent as the educational institution from which the data is collected. A person may not release or distribute the data to any other person in a form that contains confidential information.

*Education Code 7.010.*