

924 – Public Education Department File Plan

This file plan was developed to be a guide for Public Education Department employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Public Education Department. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

924-001 EDUCATION RELATED LEGISLATIVE WORKPLANS REPORT:

Division/unit: Executive services division, interagency services

Maintenance system: Chronological by date of report

Record series content: Report used by agency for implementation of education related bills or memorials. Report may shows bill number, short title, and state department of education staff assignment, descriptions, activities, benchmark date, etc.

Classification: 1.21.2.116 NMAC, Reports-General

File closure: Close of calendar year in which created
[New – 03/31/2021]

924-002 SPECIAL PROJECTS FILE:

Division/unit: Executive services division, interagency services

Maintenance system: Chronological by year and subject or title name

Record series content: Records concerning education related special projects (i.e., school-to-work, dropout prevention, etc.) not categorized as general fund, legislative bills, resolutions, or memorials. File may contain copy of contract, request for proposal, information on project, project evaluations, newsletters, correspondence, etc.

Classification:

(A) **Fiscal services financial documents:** 1.21.2.604 NMAC, Goods and Services

(B) **All other documents:** 1.21.2.112 NMAC, Program and Project Files

File closure:

(A) **Fiscal services financial documents:** Date the final financial status report filed with United States department of education

(B) **All other documents:** Date contract or agreement terminated

[New – 03/31/2021]

924-003 to 924-010

924-011 SUB-RECIPIENT AUDIT FILES:

Division/unit: Internal audit records

Maintenance system: Chronological by fiscal year, then alphabetical by school district or entity name

Record series content: Records concerning audit required by federal government for any entity receiving federal financial assistance through SDE in accordance with the Single Audit Act of 1984, as amended by P.L. 104-156 and any audit requested by the Audit Act within New Mexico state statutes. Files may contain audit report, work papers, documentation relative to the resolution and closure of any findings noted, correspondence, etc.

Classification: 1.21.2.414 NMAC, Financial-Audits

File closure: Date the final financial status report filed with United States department of education

[New – 03/31/2021]

924-012 TRAINING AND EXPERIENCE AUDIT FILES:

Division/unit: Internal audit records

Maintenance system: Alphabetical by school district name

Record series content: Records concerning the training and experience of teachers. File may contain teacher transcript data, social security numbers, findings, recommendations, results of audit, corrective action request, final adjustments, correspondence, etc.

Classification: 1.21.2.415 NMAC, General-Audits and Compliance

File closure: Close of fiscal year audited

Confidentiality: Portions of the record may contain confidential material.

[New – 03/31/2021]

924-013 40TH DAY SCHOOL DISTRICT MEMBERSHIP AUDIT FILES:

Division/unit: Internal audit records

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: File may contain special education student data, findings, recommendations, corrective action request, final adjustments, correspondence, etc.

Classification: 1.21.2.415 NMAC, General-Audits and Compliance

File closure: Close of fiscal year audited

[New – 03/31/2021]

924-014 40TH DAY PUPIL TRANSPORTATION AUDIT FILES:

Division/unit: Internal audit records

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning documentation of district students and December 1 child count membership on the 40th school day. File may contain special education student data, findings, recommendations, corrective action for compliance, correspondence, etc.

Classification: 1.21.2.415 NMAC, General-Audits and Compliance

File closure: Close of fiscal year audited

[New – 03/31/2021]

924-015 STATE DEPARTMENT OF EDUCATION STATE PLANS AND APPLICATIONS FOR FEDERAL OR OTHER FINANCIAL ASSISTANCE FILES:

Division/unit: Internal audit records

Maintenance system: Chronological by year, then alphabetical by program name

Record series content: Records concerning the internal review coordination process, used in the application for federal or other funds. Files may contain copy of state plan or application, correspondence, and result of internal review process.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Date the final financial status report filed with United States department of education

[New – 03/31/2021]

924-016 to 924-020

924-021 TERMINATION REPORT FILE:

Division/unit: Legal services

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning school district listing of terminations of certified school personnel for the year. File may contain district log (checked off as received), correspondence, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Close of calendar year in which report due
[New – 03/31/2021]

924-022 to 924-025

924-026 SCHOOL BREAKFAST AND LUNCH PROGRAM FILES:

Division/unit: Student nutrition

Maintenance system: Chronological by year, then alphabetical by program type

Record series content: Records concerning schools or entities authorized to participate in the school breakfast or lunch program. File may contain copy of agreement or application, correspondence relating to program, coordinated review effort (CRE), administrative reviews of the national school lunch program (NSLP), and/or school breakfast program (SBP). Reviews are scheduled on a three-year cycle.

Classification: 1.21.2.112 NMAC, Program and Project Files

File closure: Date the final financial status report filed with United States department of education
[New – 03/31/2021]

924-027 SPECIAL MILK PROGRAM FILES:

Division/unit: Student nutrition

Maintenance system: Chronological by year, then alphabetical by program

Record series content: Records concerning schools/entities that participate in the special milk program. File may contain copy of agreement/application, correspondence relating to program, coordinated review effort (CRE), administrative reviews of the special milk program (SMP). Reviews are scheduled on a three-year cycle.

Classification: 1.21.2.112 NMAC, Program and Project Files

File closure: Date the final financial status report filed with United States department of education
[New – 03/31/2021]

924-028 SUMMER SPECIAL MILK PROGRAM:

Division/unit: Student nutrition

Maintenance system: Chronological by year, then alphabetical by program

Record series content: Records concerning schools or entities that participate in the summer special milk program. File may contain copy of agreement/application, correspondence relating program, coordinated review effort (CRE), administrative reviews of the special milk program (SMP). Reviews are scheduled on a three-year cycle.

Classification: 1.21.2.112 NMAC, Program and Project Files

File closure: Date the final financial status report filed with United States department of education
[New – 03/31/2021]

924-029 SEVERE NEED BREAKFAST STUDY:

Division/unit: Student nutrition

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Study required from school district applying for additional funding. Study may contain information on schools applying for the additional funding, financial data, and number of free and reduced lunches served, cost incurred in breakfast preparation, etc.

Classification: 1.21.2.117 NMAC, Reports-Historical

File closure: Date the final financial status report filed with United States department of education
[New – 03/31/2021]

924-030 to 924-040

924-041 INSTRUCTIONAL MATERIAL SCHOOL RECORDS:

Division/unit: Instructional materials records

Maintenance system: Chronological by year, then alphabetical by subject area and publisher name

Record series content: Records documenting the review and approval of instructional material submitted by the publisher for utilization by primary and secondary educational institutions. Records may include non-public school instructional material funding files, instructional material review files, public school instructional material funding files, educational entity request for instructional material waiver files, initial and final instructional material funding list files, approved core and supplemental instructional material lists, etc.

Classification: 1.21.2.604 NMAC, Goods and Services

File closure: Close of fiscal year in which created
[New – 03/31/2021]

924-042 to 924-050

924-051 TRANSPORTATION AND BUDGET REPORT FILES:

Division/unit: School transportation

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning school district budgets and dollar distribution information related to transportation. Files may include initial fund allocation calculations, final allocation calculations, data certification form, revision letter of certification, public school transportation 40th and 80th data report, revision data reports, school bus replacement and database update form, copy of initial transportation budget, revised transportation budget, budget adjustment requests, copy of audited cash report, copy of checks, copy of approval letter for purchasing of the replacement bus, copy of bus title and registration, etc.

Classification: 1.21.2.310 NMAC, Reports-Accounting

File closure: Close of fiscal year in which created
[New – 03/31/2021]

924-052 SCHOOL BUS INSPECTION DATABASE:

Division/unit: School transportation

Maintenance system: Numerical by primary key

Record series content: Record concerning third party inspection of school buses. Data may include inspection data, time duration data, inspector data (e.g., name, date of certification, etc.), component and verification data (e.g., seats, tail pipes, tread depth, break measurements, etc.) bus maintenance data (e.g., oil change, engine maintenance, etc.), etc.

Classification: 1.21.2.471 NMAC, Equipment and Vehicles

File closure: Date vehicle is disposed
[New – 03/31/2021]

924-053 SCHOOL BUS ACCIDENT REPORT FILES:

Division/unit: School transportation

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning information on school bus accidents. Files may include accident form (e.g., date of accident, type of accident, bus driver name, bus driver's license number, location, school district, school bus license plate number, bus number, manner of collision, citation issued, national safety council code, district signature, injury information, etc.), copy of police report, etc.

Classification:

(A) **Fatalities:** 1.21.2.927 NMAC, Accidents and Incidents-Fatality

(B) **No fatalities:** 1.21.2.926 NMAC, Accidents and Incidents

File closure: Close of fiscal year in which accident occurred
[New – 03/31/2021]

924-054 SCHOOL BUS PURCHASE OR REPLACEMENT FILES:

Division/unit: School transportation

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning approval to purchase or replace a district school bus. Files may include approval to purchase or replace a school bus form, school bus manufacturing information, budget adjustment requests (BAR), copy of the quote for purchase, request for reimbursements, copy of invoice, update database form, copy of title, copy of registration, BAR info request form, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.301 NMAC, Accounts Payable

(B) **Not approved:** 1.21.2.107 NMAC, Denied, Reject or Withdrawn Records

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-055 TRANSPORTATION COMPLIANCE FILES:

Division/unit: School transportation

Maintenance system: Chronological by year, then alphabetical by county and school district name

Record series content: Records concerning reports for state and federal compliance with regulations and laws relating to school transportation of school children. Files may include letter of concern, transportation compliance checklist, compliance report with corrective actions, follow up inspection checklist, correspondence, etc.

Classification: 1.21.2.415 NMAC, General - Audits and Compliance

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-056 SCHOOL CONSOLIDATION AND ANNEXATION FILES:

Division/unit: School transportation

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning local school district consolidation of schools and permanent adjustments to school boundaries. Files may contain property valuations from county assessors, legal descriptions, maps, boundaries, reports, excerpts from state board minutes, correspondence, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-057 SCHOOL BUS INSTRUCTOR CERTIFICATION FILES:

Division/unit: School transportation

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records created concerning proper safety training and state driver awards for school bus drivers. Files may include copy of commercial driver's license, copy of United States department of transportation medical card, copy of driving record, letter of employment, certification exam results, recertification exam results, agreement for bus driver instructors, decertification letter, copy of certificate, correspondence, etc.

Classification: 1.21.2.223 NMAC, Certifications

File closure: Date certification expires

[New – 03/31/2021]

924-058 SCHOOL BUS DRIVER EXAMINER CERTIFICATION FILES:

Division/unit: School transportation

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records created concerning the training for school bus drivers. Files may include copy of commercial driver's license, copy of United States department of transportation medical card, copy of driving record, letter of employment, certification exam results, recertification exam results, agreement for bus driver examiners, copy of test routes, audit report, follow-up audit reports, decertification letter, copy of certificate, correspondence, etc.

Classification:

(A) **Examiner files:** 1.21.2.223 NMAC, Certifications

(B) **Applicant test files:** 1.21.2.672 NMAC, Tests and Examinations

File closure: Date certification expires

[New – 03/31/2021]

924-059 TRANSPORTATION EXAM AND ANSWER KEY FILES:

Division/unit: School transportation

Maintenance system: Chronological by date

Record series content: Records created concerning the examination of school bus drivers. Files may include exam, answer sheet, etc.

Classification: 1.21.2.672 NMAC, Tests and Examinations

File closure: Date superseded by new test

[New – 03/31/2021]

924-060 CERTIFIED SCHOOL BUS DRIVER EXAMINER LIST:

Division/unit: School transportation

Maintenance system: Chronological by fiscal year

Record series content: List may show name, phone number, electronic address, driver's license number, type of endorsements, license issue date, license expiration date, physical examination date, examiner number, school district, employer, etc.

Classification: 1.21.2.110 NMAC, Logs

File closure: Date superseded by new list

[New – 03/31/2021]

924-061 to 924-070

924-071 STATE PLAN FOR EDUCATIONAL TECHNOLOGY FILES:

Division/unit: Educational technology and data management

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning education plan for spending of technology (i.e., computers, training, etc.) funds. Files may contain copy of letter of allocation of funds, mission, goals, statement of goals and objectives, implementation, estimated costs, student assessment (test scores), evaluations and summaries of long and short term plans, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-072 ENROLLMENTS, RETURNS AND WITHDRAWALS FORMS:

Division/unit: Educational technology and data management

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Form used to compute student mobility. Form shows the number of students entering, reentering, and withdrawing from public schools, original entries, out of state entries, transfers, etc.

Classification: 1.21.2.183 NMAC, Enrollment – Education

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-073 HIGH SCHOOL COMPLETERS SURVEY:

Division/unit: Educational technology and data management

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Survey concerning the number of high school graduates and other high school completers (public school seniors who graduate or complete high school) in New Mexico's public, nonpublic, and state supported schools. Survey may show number of seniors who graduate or complete high school, the number planning to attend a postsecondary institution, gender and ethnicity, number of foreign exchange students, number receiving state certificates of completion, number receiving high school diploma, number passing the high school competency examination, etc.

Classification: 1.21.2.118 NMAC, Reports – Statistical

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-074 DROPOUT STUDY REPORT SYSTEM:

Division/unit: Educational technology and data management

Maintenance system: Numerical by primary key

Record series content: Records concerning student dropout information in a given school year. Data may include names of junior, middle and high school students dropping out, number of male and female dropouts in each of five racial and ethnic categories for grades seven through twelve, reason for students dropping out, dropout rates by school, dropout rates by district, etc.

Classification: 1.21.2.183 NMAC, Enrollment – Education

File closure: Close of fiscal year in which created

Confidentiality: Portions of record may contain confidential information (20 USC 1232g).

[New – 03/31/2021]

924-075 DROPOUT STUDY REPORT (ANNUAL):

Division/unit: Educational technology and data management

Maintenance system: Chronological by date create

Record series content: Records concerning dropout study and information received from school districts. Reports may include student dropout rates from year 1977 to current year, students dropping out of a given school, dropout rates by school district, number of male and female dropouts in each of five racial/ethnic categories for grades seven through twelve, and reason for students dropping out.

Classification: 1.21.2.118 NMAC, Reports – Statistical

File closure: Close of school calendar year in which created

[New – 03/31/2021]

924-076 STUDENT DROPOUT RATES REPORT (ANNUAL):

Division/unit: Educational technology and data management

Maintenance system: Chronological by date created

Record series content: Report of state dropout rates. Report may show number of dropouts for grades 9-12 and dropouts by ethnic groups beginning 1977 through the current year.

Classification: 1.21.2.118 NMAC, Reports – Statistical

File closure: Date superseded by new report

[New – 03/31/2021]

924-077 ACCOUNTABILITY REPORT SYSTEM:

Division/unit: Educational technology and data management

Maintenance system: Numerical by primary key

Record series content: System captures and maintains information extracted from blue sheet data form, finance unit documents, budget unit documents, assessment unit documents and commission of higher education to compile the annual public school accountability report. Data may include statistics on enrollment, dropouts, graduation, test scores, teacher salaries, per-pupil expenditures, federal programs, enrollment trends, and enrollment by ethnicity.

Classification: 1.21.2.121 NMAC, Tracking

File closure: Close of school calendar year in which created
[New – 03/31/2021]

924-078 PUBLIC SCHOOL ACCOUNTABILITY REPORT (ANNUAL):

Division/unit: Educational technology and data management

Maintenance system: Chronological by year of report

Record series content: Report concerning status of public education in New Mexico. Report may show statistics on enrollment, dropouts, graduation, test scores, teacher salaries, per-pupil expenditures, federal programs, enrollment by ethnicity, etc.

Classification: 1.21.2.118 NMAC, Reports – Statistical

File closure: Close of school calendar year in which created
[New – 03/31/2021]

924-079 SCHOOL PERSONNEL REPORT DATABASE:

Division/unit: Educational technology and data management

Maintenance system: Numerical by primary key

Record series content: Database contains information on all school district licensed personnel to verify licensing, determine the district's accreditation status, and to provide statistics to the U.S. department of education. Data may include personnel by name, file I.D., experience, salary, position, ethnicity, gender, courses taught with the number of students in each course, etc.

Classification: 1.21.2.121 NMAC, Tracking

File closure: Close of school calendar year in which created
[New – 03/31/2021]

924-080 NEW MEXICO EDUCATIONAL PERSONNEL DIRECTORY:

Division/unit: Educational technology and data management

Maintenance system: Chronological by year of report

Record series content: Publication compiled from data submitted by all public, state-supported, and nonpublic schools. Directory may show personnel by name, file I.D., experience, salary, position, ethnicity, gender, and course taught with the number of students in each course.

Classification: 1.21.2.114 NMAC, Publications

File closure: Close of school calendar year in which created
[New – 03/31/2021]

924-081 VIOLENCE AND VANDALISM REPORT SYSTEM:

Division/unit: Educational technology and data management

Maintenance system: Numerical by primary key

Record series content: System captures and maintains data submitted by districts on the number of incidents of violence and vandalism in each district. Data may include statistics on type of violence and vandalism, victim and perpetrator information, types of discipline administered, and costs to the districts, etc.

Classification: 1.21.2.926 NMAC, Accidents and Incidents

File closure: Close of school calendar year in which created
[New – 03/31/2021]

924-082 VIOLENCE AND VANDALISM REPORT:

Division/unit: Educational technology and data management

Maintenance system: Chronological by year of report

Record series content: Compilation of self-reported data from New Mexico school districts. Annual report shows number of incidents of violence and vandalism in each district, statistics by type of violence and vandalism, victim and perpetrator information, types of discipline administered, costs to the districts, etc.

Classification: 1.21.2.118 NMAC, Reports – Statistical

File closure: Close of school calendar year in which created
[New – 03/31/2021]

924-083 ENROLLMENTS, RETURNS AND WITHDRAWALS SYSTEM:

Division/unit: Educational technology and data management

Maintenance system: Numerical by primary key

Record series content: System captures and maintains data from form (SDE 807-78) enrollments, returns and withdrawals. Data may include number of students entering, reentering, and withdrawing from public schools.

Classification: 1.21.2.183 NMAC, Enrollment – Education

File closure: Close of school calendar year in which created
[New – 03/31/2021]

924-084 MOBILITY REPORT:

Division/unit: Educational technology and data management

Maintenance system: Chronological by year of report

Record series content: Annual compilation of data on student mobility. Report shows numbers of students entering, reentering, and withdrawing from public schools, numbers of original entries, out of state entries, transfers, etc.

Classification: 1.21.2.118 NMAC, Reports – Statistical

File closure: Close of school calendar year in which created
[New – 03/31/2021]

924-085 HIGH SCHOOL COMPLETERS SYSTEM:

Division/unit: Educational technology and data management

Maintenance system: Numerical by primary key

Record series content: System captures and maintains information on numbers of high school graduates and other high school completers (public school seniors who graduate or complete high school) in New Mexico's public, nonpublic, and state supported schools. Data may include number of seniors who graduate or complete high school, the number planning to attend a post-secondary institution, gender and ethnicity, number of foreign exchange students, number receiving state certificates of completion, number receiving high school diploma, number passing the high school competency examination. Information is used by colleges and universities for planning purposes and by the New Mexico state department of education and the U.S. department of education for statistical indicators.

Classification: 1.21.2.121 NMAC, Tracking

File closure: Close of school calendar year in which created
[New – 03/31/2021]

924-086 to 924-090

924-091 EDUCATOR LICENSURE FILES:

Division/unit: Licensure

Maintenance system: Chronological by calendar year, then numerical by license number (teacher file number)

Record series content: Records documenting an applicant's qualifications for the issuance of a New Mexico educator license. Files may include applications, copy of official transcripts, verification of teaching experience, NTE scores, NMTA scores, superintendent verification forms, superintendent recommendation forms, copy of New Mexico teaching licenses, copy of out-of-state or out-of-country licenses, background check results, copy of state board of education licensure approval notifications, copy of state board of education licensure denial notifications, correspondence, etc.

Classification:

(A) **Approved licensure:** 1.21.2.667 NMAC, Professional Licenses

(B) **Denied licensure:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure: Close of calendar year from date license expires, denial, suspension or revocation

Confidentiality: Portions of file may be confidential pursuant, but not limited to 5 USC, Section 552a (i.e., social security number), Section 14-6-1 NMSA 1978 (i.e., health information), Section 14-2-1 NMSA 1978 (i.e., "law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime"), and Section 22-10A-5(B) NMSA 1978 (i.e., background check records not to be disclosed to a person not directly involved in the licensure or employment decision).

[New – 03/31/2021]

924-092 LIFE CERTIFICATION FILES:

Division/unit: Licensure

Maintenance system: Chronological by year, then numerical by teacher license number

Record series content: Records concerning lifetime license certifications issued before 1978. Files may include application, official transcripts, correspondence, copies of New Mexico teaching license, copy of out-of-state license, etc.

Classification: 1.21.2.668 NMAC, Professional Licenses – Historical

File closure: Date of birth of licensee

Confidentiality: Portions of file may be confidential pursuant, but not limited to 5 USC, Section 552a (i.e., social security number) and Section 14-6-1 NMSA 1978 (i.e., health information).

[New – 03/31/2021]

924-093 EDUCATOR VIOLATION INVESTIGATION CASE FILES:

Division/unit: Licensure

Maintenance system: Chronological by year, then numerical by teacher license number

Record series content: Records concerning investigations of possible criminal wrong doing violation, ethics violations and non-payment of child support violations of a New Mexico licensed educator. Files may include documentation referring to criminal acts (i.e., allegations of misconduct), student interviews, parent interviews, witness statements, police reports, copies of application for license and teaching licenses, copy of official transcripts, NTE scores, copy of out of state licenses, secretary of education final decisions, copy of notices of suspension or revocation, children, youth and families department notification of child support violations, correspondence, etc.

Classification:

(A) **Substantiated investigation:** 1.21.2.656 NMAC, Discipline and Investigations - General

(B) **Unsubstantiated investigation:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure: Close of calendar year from date of suspension or revocation of license, or date investigation closes

Confidentiality: Portions of file may be confidential pursuant, but not limited to 5 USC, Section 552a (i.e., social security number), Section 14-6-1 NMSA 1978 (i.e., health information), Section 14-2-1

NMSA 1978 (i.e., "law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime"), and Section 22-10A-5(B) NMSA 1978 (i.e., background check records not to be disclosed to a person not directly involved in the licensure or employment decision).

[New – 03/31/2021]

924-094 EDUCATOR LICENSURE DATABASE:

Division/unit: Licensure

Maintenance system: Numerical by primary key

Record series content: Database maintains information on the application, issuance, revocation and suspension of New Mexico educator licenses. Data may include applicant name, address, DOB, SSN, type of educator licensure, college transcripts information, NTE scores, NMTA scores, degree information, waiver approval or denial information, date of licensure, date of denial, date of suspension, date of revocation, etc.

Classification:

- (A) **Approved licensure data:** 1.21.2.667 NMAC, Professional Licenses
- (B) **Denied licensure data:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records
- (C) **Life certification data:** 1.21.2.668 NMAC, Professional Licenses - Historical
- (D) **Substantiated violation data:** 1.21.2.656 NMAC, Discipline and Investigations -

General

- (E) **Unsubstantiated investigation:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

Records

File closure: Close of calendar year from date of expiration, suspension or revocation of license, or date investigation closes

Confidentiality: Portions of file may be confidential pursuant, but not limited to 5 USC, Section 552a (i.e., social security number), Section 14-6-1 NMSA 1978 (i.e., health information), and Section 14-2-1 NMSA 1978 (i.e., "law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime") and Section 22-10A-5(B) NMSA 1978 (i.e., background check records not to be disclosed to a person not directly involved in the licensure or employment decision).

[New – 03/31/2021]

924-095 LICENSURE DOCUMENT MANAGEMENT SYSTEM (ONBASE):

Division/unit: Licensure

Maintenance system: Numerical by primary key

Record series content: Document management system used to capture and manage digital images of application, issuance, revocation and suspension of New Mexico educator licenses. Data may include the scanned image of the record data, administrative metadata (e.g., image identification number, image size, image type, etc.), descriptive metadata, (e.g., license number, licensure expiration date, etc.), etc.

Classification:

- (A) **Approved licensure images:** 1.21.2.667 NMAC, Professional Licenses
- (B) **Denied licensure images:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records
- (C) **Substantiated violation images:** 1.21.2.656 NMAC, Discipline and Investigations -

General

- (D) **Unsubstantiated investigation:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn

Records

File closure: Close of calendar year from date of expiration, suspension or revocation of license, or date investigation closes

Confidentiality: Portions of file may be confidential pursuant, but not limited to 5 USC, Section 552a (i.e., social security number), Section 14-6-1 NMSA 1978 (i.e., health information), and Section 14-2-1 NMSA 1978 (i.e., "law enforcement records that reveal confidential sources, methods, information or

individuals accused but not charged with a crime") and Section 22-10A-5(B) NMSA 1978 (i.e., background check records not to be disclosed to a person not directly involved in the licensure or employment decision).

[New – 03/31/2021]

924-096 LICENSURE AND ENDORSEMENT EXAM DATABASE:

Division/unit: Licensure

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information concerning exams taken by qualified individuals. Data may include candidate data (e.g., unique identifier, SSN, etc.), test data (e.g., test date, reporting institutions, etc.), score data (e.g., overall raw score for holistic response, overall scale score, question breakdown score for multiple choice, final scale score, etc.), etc.

Classification:

(A) **Passed data:** 1.21.2.672 NMAC, Tests and Examinations

(B) **Failed or withdrawn data:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure: Close of calendar year from date of expiration, suspension or revocation of license or date Denied, Rejected or Withdrawn exam

Confidentiality: Portions of this record may be confidential.

[New – 03/31/2021]

924-097 LICENSURE AND ENDORSEMENT EXAM FILES:

Division/unit: Licensure

Maintenance system: Chronological by date, then numerical by unique identifier

Record series content: Records documenting the examination of a qualified individual for licensure or endorsement. Files may include exams, scoring rubric, correspondence, etc.

Classification:

(A) **Passed files:** 1.21.2.672 NMAC, Tests and Examinations

(B) **Failed or withdrawn files:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure: Close of calendar year from date of expiration, suspension or revocation of license

Confidentiality: Portions of this record may be confidential

[New – 03/31/2021]

924-098 LICENSURE AND ENDORSEMENT EXAM AND ANSWER SHEET:

Division/unit: Licensure

Maintenance system: Chronological by date

Record series content: Records documenting the exam and answer sheet used for licensure and endorsement exams. Files may include exam, answer sheet, etc.

Classification: 1.21.2.672 NMAC, Tests and Examinations

File closure: Date superseded by new test

[New – 03/31/2021]

924-099 REGISTRATION ACCOMMODATION FILES:

Division/unit: Licensure

Maintenance system: Chronological by calendar year, then numerical by unique identifier

Record series content: Records documenting the request and approval for additional accommodations for candidates taking exams for licensure and endorsements. Files may include request form, supporting documentation (e.g., letter from doctor, letter from disability office, diagnostic test results, institution verification form, etc.), correspondence, etc.

Classification:

(A) **Approved request files:** 1.21.2.456 NMAC, ADA Accommodations

(B) Denied or withdrawn request files: 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure: Close of calendar year from date of accommodation or date Denied, Rejected or Withdrawn exam

Confidentiality: Portions of this record may be confidential.

[New – 03/31/2021]

924-100 CANDIDATE REGISTRATION DATABASE:

Division/unit: Licensure

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains registration information concerning qualified individuals who have registered for exams. Data may include applicant data (e.g., name, DOB, gender, ethnicity, etc.), testing data (e.g., date exam taken, location taken, etc.), test history data (e.g., passed exams, not passed exams, score reports, etc.), etc.

Classification: 1.21.2.251 NMAC, Course Management

File closure: Close of school calendar year in which created

Confidentiality: Portions of this record may be confidential.

[New – 03/31/2021]

924-101 to 924-110

924-111 DISTRICT CREATION FILES:

Division/unit: School management accountability administration

Maintenance system: Chronological by year, then alphabetical by school district

Record series content: Records of fiscal year in concerning creation of new school districts within the state of New Mexico. Files may contain public opinion polls, reports and minutes on public meetings, copies of legislative bills, feasibility studies, minutes of task force meetings, etc.

Classification: 1.21.2.111 NMAC, Planning and Development

File closure: Close of school calendar year in which created

[New – 03/31/2021]

924-112 TAKE OVER FILE:

Division/unit: School management accountability administration

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records closed concerning department of education assuming control of a troubled school district. File may contain copy of school budget, department of education board minutes of meetings, accreditation report, correspondence, etc.

Classification: 1.21.2.112 NMAC, Program and Project Files

File closure: Close of school calendar year in which created

[New – 03/31/2021]

924-113 to 924-120

924-121 STUDENT ASSESSMENT RESULT FILES:

Division/unit: Assessment and evaluation

Maintenance system: Chronological by year, then alphabetical by student name

Record series content: Records concerning student assessment results from state mandated tests (i.e., Iowa tests of basic skills/ITBS, high school competency examination, New Mexico portfolio writing assessment, etc.). File may contain individual student test results, school results, school district results, and statewide results.

Classification: 1.21.2.184 NMAC, Examination and Testing

File closure: Close of school calendar year in which created
Confidentiality: Portions of record may contain confidential information
[New – 03/31/2021]

924-122 HIGH SCHOOL EQUIVALENCY CREDENTIAL DATABASE:

Division/unit: Assessment and evaluation

Maintenance system: Numerical by primary key

Record series content: System maintains and captures information on individuals who successfully completed the general educational development (GED) test. Data may include student data (e.g., name, DOB, SSN, address, student identification number, etc.), testing data (e.g., test scores, exams completed, etc.), registration data (e.g., name, address, age, SSN, etc.), underage permission form data (e.g., name, age, superintendent approval, guardian approval, etc.), exam and answer key data (e.g., questions, answer key, etc.), etc.

Classification: 1.21.2.189 NMAC, Student Transcripts

File closure: Close of school calendar year in which created

Confidentiality: Portions of the record may contain confidential information under family Educational Rights and Privacy Act (20 USC 1232g).

[New – 03/31/2021]

924-123 UNDERAGE PERMISSION FORMS:

Division/unit: Assessment and evaluation

Maintenance system: Chronological by year GED diploma issued, then alphabetical by student surname

Record series content: Records concerning parental or guardian permission of underage student requesting to take the GED test for the purpose of a special need for example; education, employment, or military service. Forms may show student identification number, name, address, highest grade completed, written description of hardship, parent signature, superintendent signature, etc.

Classification: 1.21.2.188 NMAC, Student Records

File closure: Close of school calendar year in which created

Confidentiality: Portions of the record may contain confidential information under family Educational Rights and Privacy Act (20 USC 1232g).

[New – 03/31/2021]

924-124 REQUEST FOR TRANSCRIPTS OR DIPLOMA FILES:

Division/unit: Assessment and evaluation

Maintenance system: Chronological by year

Record series content: Record concerning student scores of the individual tests of the GED test, for use of educational verification. Files may include form (e.g., name, student identification number, DOB, etc.), transaction history, etc.

Classification: 1.21.2.518 NMAC, Information Release

File closure: Close of school calendar year in which created

Confidentiality: Portions of the record may contain confidential information under family Educational Rights and Privacy Act (20 USC 1232g).

[New – 03/31/2021]

924-125 to 924-130

924-131 BUDGET AND FINANCIAL REPORT FOLDERS:

Division/unit: School budget planning and capital outlay

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning final budget information on school districts. Files may contain bank account information, periodic and year-end financial reports from districts including actual

revenues, expenditures, salaries, budget adjustment request and cash transfer request sent by school district to department of education, correspondence, etc.

Classification: 1.21.2.101 NMAC, Authorization

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-132 VALUATION AND TAX RATE INFORMATION FILES:

Division/unit: School budget planning and capital outlay

Maintenance system: Chronological by year, then alphabetical by county

Record series content: Records concerning school districts tax valuations. Files may contain tax valuation amounts, supporting documentation from NM taxation & revenue department, tax rate documentation submitted to local government division of department of finance and administration, etc.

Classification: 1.21.2.355 NMAC, Valuations

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-133 COUNTY TREASURER FINANCIAL STATEMENTS:

Division/unit: School budget planning and capital outlay

Maintenance system: Chronological by year, then alphabetical by county

Record series content: County treasurer created financial statements for school districts. Statements may show beginning balances, ending balances, receipts for the month, payments during the month, transfer report of taxes from county treasurer showing total remitted to school district, etc.

Classification: 1.21.2.322 NMAC, Statements and Reports - Bank Administration

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-134 SCHOOL BUDGET DATABASE:

Division/unit: School budget planning and capital outlay

Maintenance system: Numerical by primary key

Record series content: Data may include information on budgeted revenue, expenditures and full time employees (FTE) and actual expenditures, receipts, and full time employees.

Classification: 1.21.2.121 NMAC, Tracking

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-135 FINAL BUDGET FOLDERS:

Division/unit: School budget planning and capital outlay

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning budgeted revenue, expenditures, quarterly and final financial reports from districts. Folders may contain year end reports on salaries, average salary information, debt service information, report of investments, school calendar, budget adjustment request, cash transfers, correspondence, etc.

Classification: 1.21.2.101 NMAC, Authorization

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-136 MEMBERSHIP REPORTS:

Division/unit: School budget planning and capital outlay

Maintenance system: Chronological by year, then alphabetical by school district

Record series content: Report of data submitted by each school district showing total student enrollment on the 40th day and December 1 and used to base funding amounts. Report may show number of

students by grade, for grades kindergarten through twelve, membership projections for ensuing fiscal year, special education, etc.

Classification: 1.21.2.118 NMAC, Reports – Statistical

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-137 TRAINING AND EXPERIENCE DATABASE:

Division/unit: School budget planning and capital outlay

Maintenance system: Numerical by primary key

Record series content: Data may include information on the number of full time employees by years of experience and educational level and is used to determine training and experience index in the funding formula.

Classification: 1.21.2.121, Tracking

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-138 TRAINING AND EXPERIENCE REPORTS:

Division/unit: School budget planning and capital outlay

Maintenance system: Chronological by year, then alphabetical by school district

Record series content: Report on the number of full time employees by years of experience and educational level. Report is used to determine training and experience index for the district and used in the funding formula as required by state statute.

Classification: 1.21.2.118, Reports – Statistical

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-139 ASBESTOS MANAGEMENT PLANS AND FILES:

Division/unit: School budget planning and capital outlay

Maintenance system: Chronological by testing year, then alphabetical by school district

Record series content: Records of studies relating to radon, and asbestos testing of all public schools. Files may contain results of OSHA (occupational safety and health administration) required lab test, studies, management plans, etc.

Classification: 1.21.2.467, Asbestos

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-140 to 924-150

924-151 HOME SCHOOL DATABASE:

Division/unit: Management support and intervention

Maintenance system: Numerical by primary key

Record series content: Database contains information on the establishment or operation of a home school and annual notification to local school district superintendent and the state department of education as required by statute. Data may include notification of establishment of home school data (e.g., school district, parent or legal guardian name, student name, student DOB, etc.), instructor data (e.g., name, level of education, etc.), etc.

Classification: 1.21.2.185, Programs – Education

File closure: Close of fiscal year in which created

Confidentiality: Portions of record may contain confidential information (20 USC 1232g)

[New – 03/31/2021]

924-152 NON-PUBLIC SCHOOL ACCREDITATION DIRECTORY:

Division/unit: Management support and intervention

Maintenance system: Chronological by year, then alphabetical school name

Record series content: Records concerning private and church schools accreditation. Directory may include New Mexico non-public schools accreditation summary forms, table of contents, copy of accreditation requirements for non-public schools, list of educational accrediting agencies recognized by the public education department, list of non-public schools accreditation status for the year, etc.

Classification: 1.21.2.114, Publications

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-153 YEAR ROUND SCHOOL FILES:

Division/unit: Management support and intervention

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning New Mexico schools with year round programs. File may contain procedures for district to operate year round school, work papers relating to adoption of regulation, district plan for year round program, schedule, list of schools in the program, correspondence, etc.

Classification: 1.21.2.112, Program and Project Files

File closure: Close of calendar year in which created

[New – 03/31/2021]

924-154 to 924-160

924-161 SPECIAL EDUCATION FILES (DISTRICT OR AGENCY):

Division/unit: Learning services special education

Maintenance system: Chronological by year, then alphabetical by school district or state supported agencies, then numerical by regional cooperative for member districts and agencies

Record series content: Record concerning special education students. File may contain correspondence, funding sources, ethnicity counts, caseload waivers, complaint reports, IDEA (Individuals with Disabilities Education Act) applications, monitoring reports, technical assistance summaries, etc.

Classification: 1.21.2.185, Programs – Education

File closure: Close of fiscal year in which created

Confidentiality: Portions of record may be confidential

[New – 03/31/2021]

924-162 COMPLAINT FILES:

Division/unit: Learning services special education

Maintenance system: Chronological by year, then numerical by case number

Record series content: Record concerning complaints by students, parents and teachers regarding possible violations of special education student rights. File may contain complaint response and status, parent and teacher notes, complaint form and complaint summary, school name and district number, student name and address, parent name and address, teacher name and address, due process hearing status, investigative reports, correspondence, etc.

Classification: 1.21.2.457, Investigations - Civil and Human Rights

File closure: Date case closed

Confidentiality: Portions of records may contain confidential material (20 USC 1232g)

[New – 03/31/2021]

924-163 to 924-170

924-171 ACCREDITED SCHOOL LISTING, ANNUAL:

Division/unit: Accreditation

Maintenance system: Chronological by year

Record series content: State board of education's list of accredited schools kindergarten through grade twelve. Listing shows final list of accredited schools for the year.

Classification: 1.21.2.114, Publications

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-172 ACCREDITATION REPORT FILES:

Division/unit: Accreditation

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning the state mandated accreditation process which determines adequacy of pupil gain, staff preparation and other matters bearing upon the education of students. Files may contain school accreditation cycle list, information on visits to schools, special education documentation, school programs (i.e., title I, title II, title VI), final accreditation report, correspondence, etc.

Classification: 1.21.2.406, Schools

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-173 to 924-180

924-181 OFFICE OF CIVIL RIGHTS FILES (OCR):

Division/unit: Bilingual and multicultural

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning the U.S. department of education office of civil rights (Denver bureau) that conducts investigations of violations of civil rights against a school district. Files may contain reports from office of civil rights, monitoring requirements, copy of original complaint, correspondence, etc.

Classification: 1.21.2.413, Federal Compliance and Reporting

File closure: Date case closed

[New – 03/31/2021]

924-183 EMERGENCY IMMIGRANT PROGRAM FILES UNDER TITLE VII:

Division/unit: Bilingual and multicultural

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning federally funded allocations for bilingual programs in the public schools. Files may contain listing of programs active or inactive, funding request from school, funding request application, student identification survey results, accounting documentation from schools, budget adjustment request, name of person in charge of implementation, district and state department of education approval signatures, etc.

Classification: 1.21.2.122, Grant Administration

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-184 PRUEBA DE ESPAÑOL PARA LA CERTIFICACIÓN BILINGÜE (SPANISH LANGUAGE PROFICIENCY EXAM):

Division/unit: Bilingual and multicultural

Maintenance system: Chronological by test date, then individual by social security number

Record series content: Record concerning Spanish language proficiency exam for bilingual education endorsement of teachers. Record contains completed test booklet with answers and cassette tape recording of test.

Classification: 1.21.2.672, Tests and Examinations

File closure: Date exam superseded by new exam

Confidentiality: Portions of this file may be confidential, (social security number), per Section 57-12B-3 NMSA 1978.

[New – 03/31/2021]

924-185 PRUEBA DE ESPAÑOL PARA LA CERTIFICACIÓN BILINGÜE SYSTEM:

Division/unit: Bilingual and multicultural

Maintenance system: Numerical by primary key

Record series content: Systems tracks and maintains test results of Spanish language proficiency exam for bilingual education endorsement of teachers. Data may include individual test dates, social security number, and test results, (pass or fail).

Classification: 1.21.2.672, Tests and Examinations

File closure: Close of school calendar year in which test conducted

Confidentiality: Portions of this file may be confidential, (social security number), per Section 57-12B-3 NMSA 1978.

[New – 03/31/2021]

924-186 PRUEBA DE ESPAÑOL PARA LA CERTIFICACIÓN BILINGÜE TEST SCORE SHEET FILE:

Division/unit: Bilingual and multicultural

Maintenance system: Chronological by test date, then alphabetical by teacher name

Record series content: Test scores for *prueba de español para la certificación bilingüe* (Spanish language proficiency exam). File may contain score sheet and letter informing the person of their pass or fail of exam.]

Classification: 1.21.2.672, Tests and Examinations

File closure: Date exam superseded by new exam

Confidentiality: Portions of this file may be confidential, (social security number), per Section 57-12B-3 NMSA 1978.

[New – 03/31/2021]

924-187 to 924-190

924-191 TITLE IX FORMULA GRANT FILES:

Division/unit: Indian education

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning title IX requests for federal funds for Indian students. Files may contain copy of proposal or application, review, recommendations of proposals sent to federal government, correspondence, etc.

Classification: 1.21.2.122, Grant Administration

File closure: Date grant terminated

[New – 03/31/2021]

924-192 TITLE VII: IMPACT AID SURVEY (P.L. 81-874 FORM) FILES:

Division/unit: Indian education

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning federal government fund allocation to school districts with Indian students residing on Indian lands. Files may contain documentation on numbers of eligible Indian

students, copy of application, district budget, budget adjustment request, copy of Indian policy and procedures from individual tribes, correspondence, etc.

Classification: 1.21.2.122, Grant Administration

File closure: Date grant terminated

[New – 03/31/2021]

924-193 ACCREDITATION FILES FOR INDIAN EDUCATION PROGRAMS:

Division/unit: Indian education

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning accreditation for Indian education programs. Files may contain copy of final accreditation report, information on school visits, review of Indian education unit, correspondence, etc.

Classification: 1.21.2.406, Schools

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-194 to 924-200

924-201 ANNUAL EVALUATION REPORT FILES:

Division/unit: Title I, migrant, and homeless

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning achievement and participation of title I students. Report may contain evaluation report with narrative of program effectiveness, expenditures for program, parent involvement for programs, etc.

Classification: 1.21.2.112, Program and Project Files

File closure: Close of school calendar year in which created

[New – 03/31/2021]

924-202 UNITED STATES DEPARTMENT OF EDUCATION (USDE) FILES:

Division/unit: Title I, migrant, and homeless

Maintenance system: Chronological by year, then alphabetical by program name

Record series content: Records concerning United States department of education programs (i.e., title I, migrant, etc.). Files may contain copies of federal registers, interpretations documentation, program directives, review documentation, state plan, correspondence, etc.

Classification: 1.21.2.112, Program and Project Files

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-203 REVIEW CHECKLIST FILES:

Division/unit: Title I, migrant, and homeless

Maintenance system: Chronological by year

Record series content: Records concerning the federal governments review of the title I application process. Files may contain review checklist, allocation of funds form, documentation from district, comparability study documentation showing equivalent staffing and salaries used to prove that state funding is equal, correspondence, etc.

Classification: 1.21.2.185, Programs – Education

File closure: Close of school calendar year in which created

[New – 03/31/2021]

924-204 CENSUS FILE:

Division/unit: Title I, migrant, and homeless

Maintenance system: Chronological by year, then alphabetical by program name

Record series content: Records concerning census information from U.S. census bureau in Washington and used for allocation of education funds. File may contain census data report, statewide totals, list of state expenditures per pupil, copies of formulas used in fund distribution to each county for title I, etc.

Classification: 1.21.2.112, Program and Project Files

File closure: Close of school calendar year in which census conducted

[New – 03/31/2021]

924-205 MIGRANT FILES:

Division/unit: Title I, migrant, and homeless

Maintenance system: Chronological by year

Record series content: Records concerning allocation of funds to districts for the migrant program. File may contain application, budget adjustment requests, amendments, etc.

Classification: 1.21.2.122, Grant Administration

File closure: Close of school fiscal year in which created

[New – 03/31/2021]

924-206 to 924-210

924-211 TITLE II APPLICATIONS FILE:

Division/unit: Title II

Maintenance system: Chronological by year

Record series content: Records concerning Eisenhower Grant and professional development programs. Files may contain consolidated state plan application submitted to the federal government requesting state funding, budget and design for the district's title II program, and disbursement records for funds to individual districts.

Classification: 1.21.2.122, Grant Administration

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-212 FISCAL DOCUMENT LOG:

Division/unit: Title II

Maintenance system: Chronological by date received

Record series content: Log used to track receipt of fiscal documents from school districts. Log may show fiscal year, budget adjustment request, increase or decrease, date received and forwarded, district name, type of document, amount, description, forwarded to, etc.

Classification: 1.21.2.110, Logs

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-213 STATE YEAR END REPORTS:

Division/unit: Title II

Maintenance system: Chronological by date of report

Record series content: Report (from school districts) required by the New Mexico department of education title II program and submitted to U.S. department of education. Report may contain detail how funds were spent, information on participation, focus and duration of activities, collaboration with other programs, non-public school participation, classroom instruction impact, direct student impact, etc.

Classification: 1.21.2.413, Federal Compliance and Reporting

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-214 to 924-220

924-221 EDUCATIONAL PLANS FILES

Division/unit: Title VI and school improvement

Maintenance system: Chronological by year

Record series content: Records concerning program committee review of individual school district educational programs plans for incorporation into final consolidated plan. Files may contain individual school district plans, plans from all title programs (i.e., title I, title II, etc.), final consolidated state plan, correspondence, etc.

Classification: 1.21.2.112, Program and Project Files

File closure: Close of school fiscal year in which created
[New – 03/31/2021]

924-222 APPLICATIONS FOR TITLE VI FUNDING FILES:

Division/unit: Title VI and school improvement

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning a school district's request for school improvement title VI federal funding. Files may contain application from school district, report with number and ethnicity of children enrolled, budget adjustment request, etc.

Classification: 1.21.2.122, Grant Administration

File closure: Date the final financial status report filed with USDE
[New – 03/31/2021]

924-223 APPLICATION TRACKING LOG:

Division/unit: Title VI and school improvement

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Log used to track which districts have responded to title VI application process. Log may show school district name, superintendent name, date received, date sent to fiscal, date completed and returned to district, etc.

Classification: 1.21.2.110, Logs

File closure: Close of school calendar year in which created
[New – 03/31/2021]

924-224 ROBERT BYRD SCHOLARSHIP TRACKING LOG:

Division/unit: Title VI and school improvement

Maintenance system: Chronological by year, then alphabetical and student name

Record series content: Log used to track eligibility and verification of students applying for and receiving scholarship funds. Log may show student name, school year, documents received, dates, date check sent, comments, etc.

Classification: 1.21.2.110, Logs

File closure: Close of school calendar year in which created
[New – 03/31/2021]

924-225 to 924-230

924-231 NEW MEXICO EDUCATION 2000 FILES:

Division/unit: Goals 2000

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning U.S. department of education accountability and documentation to support the development of a school district plan for educational improvement, professional development and pre-service teacher education. Files may contain original proposal from

districts, independent evaluation rating forms, progress status reports, budget forms, improvement plans, handbooks, technical assistance documents, curriculum, quarterly status reports, final reports, correspondence, etc.

Classification: 1.21.2.112, Program and Project Files

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-232 EPPS (EDUCATION PLAN FOR STUDENT SUCCESS) BINDERS:

Division/unit: Goals 2000

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning state mandated requirement for school districts (six-year cycle) to develop, implement, assess, and evaluate the strategic plan for improvement to student learning and success. Binders may contain reviewed plans from school districts, revisions to plan, correspondence, etc.

Classification: 1.21.2.111, Planning and Development

File closure: Close of school calendar year in which created

[New – 03/31/2021]

924-233 GOALS 2000 FINAL PROJECT PERFORMANCE REPORT:

Division/unit: Goals 2000

Maintenance system: Chronological by year of report

Record series content: Final project performance reports from districts detailing information on the goals 2000 funded projects. Report may show documentation and accountability of project goals and accomplishments, how standards are addressed, the impact of the resource on the district, evaluation and project effectiveness, etc.

Classification: 1.21.2.111, Planning and Development

File closure: Close of school calendar year in which created

[New – 03/31/2021]

924-234 to 924-240

924-241 CENTERS FOR DISEASE CONTROL FILES:

Division/unit: School health and school health policy

Maintenance system: Chronological by federal fiscal year

Record series content: Records years after the final concerning federal funding that flows through the U.S. department of health and human services pertaining to a grant for health education. Files may contain grant reports, project description, supporting documents, etc.

Classification: 1.21.2.122, Grant Administration

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-242 EDUCATION FOR ZERO INFECTION FILES (EZI):

Division/unit: School health and school health policy

Maintenance system: Chronological by date of training session

Record series content: Records concerning training received by teachers, administrators, and school nurses on health education issues, (e.g., health education, health services under title I program, HIV education, infrastructure for school health and safe & drug free schools). Files may contain copies of joint powers agreements, copies of budgets, instructional materials, surveys, training agenda and documentation, original correspondence from U.S. government, copies of certificates, etc.

Classification: 1.21.2.252, Employee Training Files

File closure: Date the final financial status report filed with USDE

Confidentiality: Portions of record may contain confidential material
[New – 03/31/2021]

924-243 SCHOOL NURSE END-OF-THE-YEAR REPORT:

Division/unit: School health and school health policy

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Assessment report of school nurses in public schools. Report may show the number of nursing procedures performed during the year, primary care, screening, kinds of conditions observed, narratives describing student education, staff education, community involvement, etc. Data from school districts is compiled into report for state department of education legislative funding purposes.

Classification: 1.21.2.118, Reports – Statistical

File closure: Date the final financial status report filed with USDE

Confidentiality: Portions of record may contain confidential material
[New – 03/31/2021]

924-244 TITLE IV SAFE AND DRUG-FREE SCHOOLS GRANT FILES:

Division/unit: School health and school health policy

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning federal funded grant program for title IV safe and drug-free schools. Files may contain school district budgets and program design for title IV safe and drug-free schools program, application for the consolidated plan, program objectives, details of progress toward meeting objectives, demographic data on populations served, yearend evaluation, federal report, accountability for funds, school district policies (i.e., drugs, alcohol, guns, and tobacco) etc.

Classification: 1.21.2.122, Grant Administration

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-245 to 924-250

924-251 CARL PERKINS (VOCATIONAL EDUCATION) FILES:

Division/unit: Vocational education division

Maintenance system: Chronological by year, then alphabetical by name of institution

Record series content: Records concerning federal program (Carl Perkins Technology Act) money used for vocational education. File may contain proposal, contract, status and final reports, program funding, plans and monitoring of expenditures, number of students, etc.

Classification: 1.21.2.122, Grant Administration

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-252 ADULT BASIC EDUCATION FILES:

Division/unit: Vocational education division

Maintenance system: Chronological by year, then alphabetical by name of institution

Record series content: Records conclusion of concerning district compliance and monitoring of adult basic education programs. File may contain proposal, financial reports, status reports, student attendance, activities, claim for reimbursement, statistical information, expenditures, etc.

Classification: 1.21.2.185, Programs – Education

File closure: Close of school calendar year in which concluded the program year

[New – 03/31/2021]

924-253 SLIAG (STATE LEGISLATION IMPACT ASSISTANCE GRANT) FILES:

Division/unit: Vocational education division

Maintenance system: Chronological by year, then alphabetical by name of institution

Record series content: Records concerning legal immigrants seeking naturalization with INS (immigration and naturalization service) program. File may contain copy of federal grant, compliance and monitoring reports, grant extension documentation, budget information, etc.

Classification: 1.21.2.122, Grant Administration

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-254 to 924-260

924-261 INDUSTRIAL DEVELOPMENT TRAINING PROGRAM FILES:

Division/unit: Industrial development training

Maintenance system: Chronological by year, then numerical by project number

Record series content: Records concerning financial assistance to assist new or expanding businesses with the cost associated in training employees. File may contain proposal, contract, training data, copy of claim for reimbursement form (SDE-685-91) for training services, general correspondence, project number, project name, names of students, social security numbers, etc.

Classification: 1.21.2.604, Goods and Services

File closure: Date contract terminated

[New – 03/31/2021]

924-262 INDUSTRIAL DEVELOPMENT SYSTEM (APPRENTICESHIP ASSISTANCE PROGRAM):

Division/unit: Industrial development training

Maintenance system: Numerical by primary key

Record series content: System captures and maintains information on state funded industrial development/apprenticeship training program hours and reimbursement to program. Data may include training hours per individual, hourly rates, periods covered, amounts reimbursed, program names, line item, name/number, payables expended per period, to date, etc.

Classification: 1.21.2.604, Goods and Services

File closure: Date contract terminated

Confidentiality: Portions of record may contain confidential information

[New – 03/31/2021]

924-263 INDUSTRIAL DEVELOPMENT BUDGET APPROVAL AND CLAIM FOR REIMBURSEMENT FORM:

Division/unit: Industrial development training

Maintenance system: Chronological by year

Record series content: Form produced by Industrial development database and completed by training agency or company seeking reimbursement for employee training. Form produced by industrial development database and completed by training agency or company seeking reimbursement for employee training.

Classification: 1.21.2.301, Accounts Payable

File closure: Close of fiscal year in which created

[New – 03/31/2021]

924-264 to 924-270

924-271 SCHOOL DISTRICT FILES:

Division/unit: Records common to all offices and units

Maintenance system: Chronological by year, then alphabetical by school district name

Record series content: Records concerning routine program management files for each school district retained by several divisions within the department. Files may contain general information and fiscal documentation for each district/entity pertaining to special programs of each division, (i.e., special education, instructional materials, title I, etc.), program goals, evaluation plan, copies of budgets, funding request, (BAR's) budget adjustment request, monitoring reports, expenditure reports, correspondence, etc.

Classification: 1.21.2.185, Programs – Education

File closure: Date the final financial status report filed with USDE
[New – 03/31/2021]

**924-272 CIMS (COMPREHENSIVE INFORMATION MANAGEMENT FOR SCHOOLS)
FINANCIAL OPERATIONS DATABASE:**

Division/unit: Records common to all offices and units

Maintenance system: Numerical by primary key

Record series content: Database contains information on the computerized accounting system including federal funds. Database contains all internal financial transactions for agency.

Classification: 1.21.2.121, Tracking

File closure: Date the final financial status report filed with USDE
[New – 03/31/2021]

924-273 to 924-280

924-281 DISTRICT ACCREDITATION, TRAVEL AND CORRESPONDENCE FILE:

Division/unit: Curriculum instruction and learning technologies

Maintenance system: Chronological by year, then alphabetical by district name

Record series content: Record concerning the state mandated accreditation process which determines adequacy of pupil gain, staff preparation and other matters bearing upon the education of students. File may contain school accreditation cycle list, field forms concerning minimal instructional requirements, graduation requirements, school programs, final accreditation report, travel form, correspondence, etc.

Classification: 1.21.2.406, Schools

File closure: Close of state fiscal year in which created
[New – 03/31/2021]

924-282 EDUCATIONAL TECHNOLOGY DISTRICT FILE:

Division/unit: Curriculum instruction and learning technologies

Maintenance system: Chronological by year, then alphabetical by district name

Record series content: Record of education plan for spending of technology funds (i.e., computers, training, etc.) from the state of New Mexico for the districts. File may contain copies of plan of technology fund, letter of allocation of funds, budget adjustment request, correspondence, previous year annual report, etc.

Classification: 1.21.2.111, Planning and Development

File closure: Date the final financial status report filed with USDE
[New – 03/31/2021]

924-283 TECHNOLOGY LITERACY CHALLENGE FUND DISTRICT FILE:

Division/unit: Curriculum instruction and learning technologies

Maintenance system: Chronological by year, then alphabetical by district name

Record series content: Record monitoring the use of technology literacy district funds through federal funding. File may contain copies of original proposal, award letter, review forms, correspondence, budget adjustment request forms, status reports for grant, samples of school and student products, etc.

Classification: 1.21.2.122, Grant Administration

File closure: Close of state fiscal year in which created
[New – 03/31/2021]

924-284 INTERAGENCY TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

PROGRAM FILE:

Division/unit: Curriculum instruction and learning technologies

Maintenance system: Chronological by year, then alphabetical by agency contact

Record series content: Record concerning interaction with New Mexico Human Services Department regarding districts responding to the application for the temporary assistance for needy families (TANF) program. File may contain copies of request for application proposal, monitoring field forms, training and technical assistance, yearend report, correspondence, etc.

Classification: 1.21.2.813, Assistance – Financial

File closure: Date the final financial status report filed with USDE

Confidentiality: Portions of the record may contain confidential information under Family Educational Rights and Privacy Act (20 USC 1232g)

[New – 03/31/2021]

924-285 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES DISTRICT FILE:

Division/unit: Curriculum instruction and learning technologies

Maintenance system: Chronological by year, then alphabetical by district name

Record series content: Record concerning the monitoring and administering of the (TANF) program to the district granted the award. File may contain copies of the award letter, proposal, copy of request for application, approved budget, results of monitoring visits, training and technical assistance, desk audits, yearend report, correspondence, etc.

Classification: 1.21.2.813, Assistance – Financial

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-286 EVEN START FAMILY LITERACY PROGRAM GRANT FILE:

Division/unit: Curriculum instruction and learning technologies

Maintenance system: Chronological by grant year, then alphanumerical by district

Record series content: Record concerning implementation of plan and distribution of grant monies to awarded district. File may contain copies of notification for grant award allocation, letter of continuation, application, application checklist, copy of proposal, proposed yearly budget, budget justification, monitoring report, implementation plan, correspondence, etc.

Classification: 1.21.2.122, Grant Administration

File closure: Date the final financial status report filed with USDE

[New – 03/31/2021]

924-287 to 924-290

924-291 NOTIFICATION OF ESTABLISHMENT OF A HOME SCHOOL FILES:

Division/unit: Home schools

Maintenance system: Chronological by date, then alphabetical by school district

Record series content: Records documenting the notification of the establishment of a home school. Files may include *notification of a home school operator* form, copy of confirmation letter, letter of disenrollment or relocation, renewal notification, correspondence, etc.

Classification: 1.21.2.183, Enrollment – Education

File closure: Close of school year in which created

[New – 03/31/2021]

924-292 to 924-300

924-301 STATE CHARTER SCHOOL FILES:

Division/unit: Charter schools

Maintenance system: Chronological by date, then alphabetical by entity name

Record series content: Records documenting the application, state authorization and history of a charter school. Files may include notice of intent, application (e.g., coversheet, education plan, organizational plan and governance, etc.), capacity interview rubrics, team reviews, *state-authorize charter school applicant facilities master plan and educational specifications* checklist, preliminary charter schools contract, waiver requests, improvement plans, renewal applications, etc.

Classification:

(A) **Charter authorized files:** 1.21.2.111, Planning and Development

(B) **Charter denied files:** 1.21.2.107, Denied, Rejected or Withdrawn Records

File closure: Close of school year in which created

[New – 03/31/2021]

924-302 ANNUAL CHARTER SCHOOL SITE VISIT REPORT FILES:

Division/unit: Charter schools

Maintenance system: Chronological by date, then alphabetical by entity name

Record series content: Records documenting charter school annual compliance site visits. Files may include site visit report, follow-up reports, notice of contemplated action, correspondence, etc.

Classification: 1.21.2.415, General - Audits and Compliance

File closure: Close of school year in which created

[1.18.924.437 NMAC - N, 04/13/2015]

924-303 CHARTER SCHOOL DATABASE:

Division/unit: Charter schools

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains history information for state and district chartered schools. Data may include charter school data, site visit data, governing board data, student census data, school enrollment data, etc.

Classification:

(A) **Charter school data:** 1.21.2.111, Planning and Development

(B) **Annual site visit report data:** 1.21.2.415, General - Audits and Compliance

(C) **School census records data:** 1.21.2.188, Student Records

File closure: Close of school year in which created

[New – 03/31/2021]

924-304 to 924-310

924-311 SITE COORDINATOR AND LEARNING COACH FILES:

Division/unit: Online learning

Maintenance system: Chronological by school year, then alphabetical by surname

Record series content: Records documenting assigned individuals monitoring students participation for online learning. Files may include *site coordinator and learning coach information* form (e.g., school district; school name; site coordinator name; learning coach name, electronic mail address, phone number, blackboard login name; etc.), correspondence, etc.

File closure: Close of school year in which created

Classification: 1.21.2.101, Authorization

[New – 03/31/2021]

924-312 TEACHER LICENSURE AND ENDORSEMENT VERIFICATION LOG FILES:

Division/unit: Online learning

Maintenance system: Chronological by date

Record series content: Record documenting the verification of instructor licensure and endorsements. Files may include log (e.g., license category, date of licensure expiration, endorsements, etc.), correspondence, etc.

Classification: 1.21.2.110, Logs

File closure: Close of school year in which created
[New – 03/31/2021]

924-313 STUDENT INFORMATION SYSTEM:

Division/unit: Online learning

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information regarding students and instructors utilizing the *learning management system*. Data may include admissions data, student data, enrollment data, instructor data, course data, etc.

Classification:

(A) **Site coordinator and learning coach contact information form data:** 1.21.2.101, Authorization

(B) **E-teacher approval data:**

(1) **E-teacher resignation data:** 1.21.2.604, Goods and Services

(2) **E-teacher revocation data:** 1.21.2.656, Discipline and Investigations - General

(C) **Student cumulative education record data:** 1.21.2.188, Student Records

(D) **School census record data:** 1.21.2.188, Student Records

File closure: Close of school year in which created

Confidentiality: Portions of this record may be confidential.

[New – 03/31/2021]

924-314 E-TEACHER APPROVAL FILES:

Division/unit: Online learning

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records documenting the application and approval of a licensed teacher to instruct online courses. Files may include application, copy of license, copy of contract, *e-teacher annual self-assessments*, copy of invoices, notes from teacher class evaluations, proof of continuing education units, proof of professional development, letter of notification of denial, notice of contract cancellation or non-renewal, notice of resignation, correspondence, etc.

Classification:

(A) **Approved files:**

(1) **Resignation files:** 1.21.2.604, Goods and Services

(2) **Revocation files:** 1.21.2.656, Discipline and Investigations - General

(B) **Withdrawn or denied files:** 1.21.2.107, Denied, Rejected or Withdrawn Records

File closure: Close of school year in which created

Confidentiality: Portions of this record may be confidential.

[New – 03/31/2021]

924-315 COURSE DEVELOPER APPROVAL FILES:

Division/unit: Online learning

Maintenance system: Chronological by date, then alphabetical by surname

Record series content: Records documenting the application and approval of a licensed teacher to develop online courses. Files may include application, copy of license, notice of resignation copy of

contract, copy of invoices, notes from course evaluations, notice of contract cancellation or non-renewal, proof of continuing education units, proof of professional development, correspondence, etc.

Classification:

(A) **Approved files:** 1.21.2.604, Goods and Services

(B) **Withdrawn files:** 1.21.2.107, Denied, Rejected or Withdrawn Records

File closure: Close of school year in which created

Confidentiality: Portions of this record may be confidential.

[New – 03/31/2021]

924-316 APPROVED E-TEACHER AND COURSE DEVELOPER DATABASE:

Division/unit: Online learning

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains information regarding approved instructors and developers for online courses. Data may include licensure data, contact data, application data, employment data, experience data, endorsement data, etc.

Classification: 1.21.2.604, Goods and Services

File closure: Close of school year in which created

Confidentiality: Portions of this record may be confidential.

[New – 03/31/2021]

924-317 LEARNING MANAGEMENT SYSTEM:

Division/unit: Online learning

Maintenance system: Numerical by primary key

Record series content: Database tracks and maintains student and instructor information regarding educational courses online. Data may include student data, instructor data, course data, enrollment data, site coordinator and learning coach data, grade earned data, etc.

Classification:

(A) **Site coordinator and learning coach data:** 1.21.2.101, Authorization

(B) **Approved e-teacher and course developer data:** 1.21.2.604, Goods and Services

(C) **Course data:** 1.21.2.182, Course Development and Administration

File closure: Close of school year in which created

Confidentiality: Portions of this record may be confidential.

[New – 03/31/2021]