

Book	Policy Manual
Section	200 Pupils
Title	Student Records
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Legal	1. 24 P.S. 1303a 6. 22 PA Code 4.52 8. 24 P.S. 1532 9. Pol. 213 10. Pol. 215 11. 24 P.S. 1305-A 13. 20 U.S.C. 1232g 15. 24 P.S. 1402 16. 24 P.S. 1409 17. 24 P.S. 1533 18. 51 P.S. 20221 et seq 19. 22 PA Code 12.31 20. 22 PA Code 12.32 21. 34 CFR Part 99
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Purpose

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The District will maintain educational records for students for legitimate educational purposes.

Authority

The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records. [\[1\]](#)[\[11\]](#)[\[15\]](#)[\[16\]](#)[\[8\]](#)[\[17\]](#)

The Board shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations; the

Guidelines for the Collection, Maintenance, and Dissemination of Student Records; and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations or permitted by the Board may be compiled by District staff. [\[6\]](#)[\[13\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

Parents, guardians and eligible students eighteen (18) years and older shall be notified annually and upon initial enrollment of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

Delegation of Responsibility

The Superintendent or designee shall be responsible for developing and implementing a comprehensive plan for records of regular and exceptional students that meets the requirements of all state and federal statutes and regulations and is approved by the Board.

The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.

In accordance with law, each District teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention. [\[8\]](#)[\[9\]](#)[\[10\]](#)

Guidelines

The District's plan for compilation, retention, disclosure and security of student records shall provide for the following:

1. Informing parents, guardians and eligible students of their rights and the procedures to implement those rights.
 2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees.
 3. Enumerating and defining the types, locations and persons responsible for student records maintained by the District.
 4. Establishing guidelines for disclosure of information and data in student records.
 5. Maintaining a record of access and release of information for each student's records.
 6. Assuring appropriate retention and security of student records.
 7. Transferring education records and appropriate disciplinary records to other school districts. [\[11\]](#)
- Procedures for disclosure of student records shall apply equally to military recruiters, colleges and universities, and prospective employers. [\[18\]](#)

The annual notice of rights shall inform parents, guardians and eligible students of the following:

1. The right to inspect and review the student's education record within thirty (30) days of the District's receipt of the request for access.
2. The right to request amendment of the student's education records that the parent, guardian or

eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.
4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the District discloses certain materials without prior consent.
5. The right to refuse to permit the designation of any or all categories of directory information.
6. The right to request that information not be provided to military recruiting officers. [\[18\]](#)

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