



Book	Policy Manual
Section	200 Pupils
Title	Student Records
Number	216
Status	Active
Adopted	April 26, 2011
Last Revised	September 19, 2017

### **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.[\[1\]](#)[\[7\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[19\]](#)[\[20\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for developing, implementing and monitoring the adopted student records plan which meets all legal requirements.

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.

District staff shall compile only those educational records mandated by federal and state laws and regulations.

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.[\[7\]](#)[\[8\]](#)[\[9\]](#)

### **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 eighteen (18) years and older of their rights and the procedures to implement those rights, annually and upon enrollment. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English. [\[21\]](#)
2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees. [\[22\]](#)[\[23\]](#)[\[24\]](#)
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. [\[25\]](#)
5. Maintaining a record of access and release of information for each student's records.
6. Assuring appropriate retention and security of student records. [\[10\]](#)
7. Transferring education records and appropriate disciplinary records to other school districts. [\[1\]](#)
8. Transfer of special education records when the district reports a student involvement in a crime in accordance with applicable laws and regulations. [\[11\]](#)[\[12\]](#)

Procedures for disclosure of student records shall apply equally to military recruiters and postsecondary institutions. [\[13\]](#)

Copies of the student records plan shall be submitted to the Department of Education, upon request of the Secretary. [\[3\]](#)

The district may maintain discipline records for action taken against a student for conduct that was a significant risk to the safety or well-being of the student, other students or the school community.

Such disciplinary records may be disclosed to teachers and school officials within the district or in other schools who have a legitimate educational interest in the behavior of the student. [\[14\]](#)

The school shall determine when the disclosure of other information from a student's disciplinary records is appropriate, in accordance with Board policy, laws and regulations.

## Legal

1. 24 P.S. 1305-A
2. 22 PA Code 4.52
3. 22 PA Code 12.31
4. 22 PA Code 12.32
5. 22 PA Code 15.9
6. 20 U.S.C. 1232g
7. 24 P.S. 1532
8. Pol. 213
9. Pol. 215
10. Pol. 800
11. 34 CFR 300.535
12. Pol. 113.1
13. Pol. 250
14. Pol. 216.1
15. 24 P.S. 1306-A
16. 24 P.S. 1402
17. 24 P.S. 1409
18. 24 P.S. 1533
19. 34 CFR Part 99
20. 34 CFR Part 300
21. 34 CFR 99.7
22. 34 CFR 99.10
23. 34 CFR 99.11
24. 34 CFR 99.12
25. 34 CFR 99.30-99.39
- 35 P.S. 450.401-A et seq
- Pol. 113