

**Lower Merion School District**

Policy No.: 216  
Section: STUDENTS  
Title: PROCEDURES FOR THE ADMINISTRATION  
OF STUDENT RECORDS  
Date Adopted: 8/25/78  
Date Last Revised: 10/23/17; 6/12/17; 5/14/07; 5/16/05; 12/16/02; 3/14/79

**216 PROCEDURES FOR THE ADMINISTRATION OF STUDENT RECORDS**

The Board recognizes its responsibility for the collection, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.

Parents/guardians and eligible students eighteen (18) years and older shall be notified upon initial enrollment and annually thereafter 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.

In accordance with law, each District teacher shall prepare and maintain a record of the work and progress of each student.

The Superintendent or designee shall develop regulations consistent with this Policy, which shall be approved by the Board prior to going into effect. Any changes to the regulations, except for minor editorial revisions, shall be approved by the Board. Minor editorial revisions shall be submitted to the Board but do not require Board approval. The Board shall review the regulations on a periodic basis to be determined by the Board. The regulations shall meet the requirements of all state and federal statutes and regulations and provide for the following:

1. Informing parents/guardians and eligible students of their rights and the procedures to implement those rights.
2. Permitting legally required 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 legally required disciplinary records to other K-12 educational entities and post-secondary educational entities with the understanding that the District will not disclose disciplinary records to post-secondary schools.