A. W. BEATTIE CAREER CENTER

SECTION:	PUPILS
TITLE:	STUDENT RECORDS
ADOPTED:	May 27, 1999
REVISED:	August 20, 2015
APPROVED:	September 24, 2015

	216. STUDENT RECORDS
1. 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 Career Center will maintain educational records for students for legitimate educational purposes.
2. Authority SC 1305 A, SC 1306 A, 1402, 1409, 1532, 1533	The Joint Operating Committee (JOC) recognizes its responsibility for compilation, retention, disposition and security of student records. The JOC also recognizes the legal requirement to maintain the confidentiality of student records.
Title 22 Sec, 4.52, 12.3, 12.32, 15.9 20 U.S.C Sec. 1232g 34 CFR Part 99	The Joint Operating Committee 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.
	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.
3. Delegation of Responsibility	The Executive Director, building principal and their respective designees shall be responsible for implementing and monitoring the district's student records plan which meets all legal requirements.
	The designated administrator shall establish safeguards to protect the students and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.

Pol. 800	District staff shall maintain only those educational records mandated by federal and state laws and regulations.
SC 1532 Pol. 213, 215	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.
4. 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.
	 Permitting appropriate access by authorized persons and officials and describing procedures for access and any applicable 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, in the following manner:
	A. Documentation of the relationship of the case worker, case manager, or child welfare agency supervisor to the child must be provided.
	B. In cases where a parent is a party to a proceeding involving child abuse or neglect, or a dependency matter, and a court order is issued authorizing the disclosure of education records, additional notice need not be provided to the parent by the educational agency before educational records are released.
Pol. 800	6. Assuring appropriate retention and security of student records.
SC 1305 A	7. Transferring education records and appropriate disciplinary records to other school districts in accordance with applicable law and regulations.
Pol. 250	Procedures for disclosure of student records shall apply equally to military recruiters and postsecondary institutions.
	The annual notice of rights shall comply with the requirements set forth in the Family Educational Rights and Privacy Act, as then in effect (FERPA), and 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 file a complaint concerning alleged failures by the district to comply with the requirements of FERPA.
	6. The right to refuse to permit the designation of any or all of the categories of directory information.
Pol. 250	7. The right to request that information not be provided to military recruiting officers and/or representatives of postsecondary institutions without prior written parental consent.
	8. The right to obtain a copy of the JOC's policy regarding student records.
Title 22 Sec. 12.31	Copies of the student records plan shall be submitted to the Department of Education, upon request of the Secretary.
	References:
	School Code - 24 P.S. Sec. 1305-A, 1306-A, 1402, 1409, 1532, 1533
	State Board of Education Regulations - 22 PA Code Sec. 4.52, 12.31, 12.32, 15.9
	Family Educational Rights and Privacy Act - 20 U.S.C. Sec. 1232g
	Family Educational Rights and Privacy, Title 34, Code of Federal Regulations - 34 CFR Part 99
	Board Policy - 213, 215, 216.1, 250, 800