LENAPE TECHNICAL SCHOOL

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: March 18, 2004

REVISED: January 15, 2015
November 19, 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 school will maintain educational records for students for legitimate educational purposes.
2. Authority SC 1303a, 1305-A, 1402, 1409, 1532, 1533, 1850.1	The Joint Operating Committee recognizes its responsibility for compilation, retention, disposition and security of student records. The Joint Operating Committee also recognizes the legal requirement to maintain the confidentiality of student records.
20 U.S.C. Sec. 1232(g) P.L. 93-380 34 CFR 99 Title 22 Sec. 4.52, 12.31 et seq Title 22 Sec. 342.68	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 Protection of Pupil Rights Amendments (PPRA);the Health Insurance Portability and Accountability Act (HIPPA);** 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 Joint Operating Committee may be compiled by school staff. 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 Administrative Director or appropriate personnel designated by the Administrative Director shall be responsible for developing and implementing a comprehensive plan for student records that meets the requirements of all state and federal statutes and regulations and is approved by the Joint Operating Committee. The Administrative Director or appropriate personnel deisgnated by the Administrative Director 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.

SC 1532 Pol. 213, 215	In accordance with law, each instructor 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 Title 22 Sec. 4.31	The record of a student enrolled in career and technical program shall include the student's educational and occupational objectives and the results of the assessment of student competencies. The school's plan for compilation, retention, disclosure and security of student records shall provide for the following: 1. Annually 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 school. 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.
SC 1305-A	7. Transferring education records and appropriate disciplinary records to school districts and/or career and technical centers.
Act 10 of 1991	Procedures for disclosure of student records shall apply equally to military recruiters, colleges and universities, and prospective employers. The annual notice of rights shall inform parents and guardians and eligible students of the following: 1. The right to inspect and review the student's education record within **forty-five (45)** days of the school's receipt of the request for access**; thirty (30) days for special education**. 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 school discloses certain materials without prior consent. 5. The right to refuse to permit the designation of any or all categories of directory information.
Act 10 of 1991 NCLB	6. The right to request that information not be provided to military recruiting officers. **7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA**
20 U.S.C. Sec. 123g P.L. 93-380 34 CFR 99 Act 10 of 1991 Pa Code Title 22 Sec. 4.31, 4.52, 12.31 et seq, 342.68 School Code 1303a, 1305-A, 1402, 1409, 1532, 1533 Joint Operating Committee Policy 213, 215	