



Book	Policy Manual
Section	200 Pupils
Title	Student Records
Code	216
Status	Active
Adopted	May 20, 2013

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 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

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.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

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 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.[\[5\]](#)[\[13\]](#)[\[14\]](#)

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.
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.[\[15\]](#)
7. Transferring education records and appropriate disciplinary records to other school districts.
[\[1\]](#)

Procedures for disclosure of student records shall apply equally to military recruiters and postsecondary institutions.[\[16\]](#)

Copies of the student records plan shall be submitted to the Department of Education, upon request of the Secretary.[\[8\]](#)

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 forty-five (45) calendar days of the district's receipt of the written 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 disclosure of any or all categories of directory information.
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.

[2. 24 P.S. 1306-A](#)

[3. 24 P.S. 1402](#)

[4. 24 P.S. 1409](#)

[5. 24 P.S. 1532](#)

[6. 24 P.S. 1533](#)

[7. 22 PA Code 4.52](#)

[8. 22 PA Code 12.31](#)

[9. 22 PA Code 12.32](#)

[10. 22 PA Code 15.9](#)

[11. 20 U.S.C. 1232g](#)

[12. 34 CFR Part 99](#)

13. Pol. 213

14. Pol. 215

15. Pol. 800

16. Pol. 250

Pol. 000

Pol. 216.1