

Book	Policy Manual
Section	(C) STUDENTS
Title	Policy C121 - Student Records
Code	C121
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Policy Number: C121
Title: Student Records
Section: Students

I. Purpose

The educational interests of the student and of society require the collection, retention and use of information about individual students and groups of students. It is no less the interest of society to protect the right of each of its members against an unwarranted invasion of privacy. The primary purpose of student record keeping shall be the educational welfare and advancement of the student.

II. Authority

The Director has primary responsibility in this school for the compilation, maintenance, access to and security of student records. Only records mandated by the Commonwealth or federal government or specifically permitted by this Joint Committee may be compiled by the staff. The Joint Committee hereby authorizes the following student records:

- A. Student attendance is recorded daily and reported to each sending school.
- B. Observations and ratings of individual students by professional staff members acting within their sphere of competency and responsibility.
- C. Health records as necessary.
- D. Samples of student work.
- E. Information obtained from authorized standard instruments of measurement such as:
 - 1. Aptitude tests
 - 2. Vocational preference inventories
 - 3. Mathematics aptitude tests
- F. Authenticated information provided by a parent or student concerning achievements and other school activities which the student wants to make a part of the record.
- G. Verified reports of serious or recurrent behavior patterns.

In accordance with law, each teacher in this school shall appear and maintain a record of the work and progress of each student and present such record, including the final grade to the Director.

III. Delegation of Responsibility

The Director shall prepare for the consideration and approval of the Joint Committee a comprehensive plan for student records other than directory information which shall conform to State Law and Federal law including the federal guidelines implementing the Family Educational Rights and Privacy Act (Public Law 93:380) and shall include provisions for:

- A. The specific student records which may be collected;
- B. Proper safekeeping, custodianship and administration of student records;
- C. Access of students and parents or guardians to records;
- D. Access of third persons or agencies to records;
- E. Periodic review of the contents of student records;
- F. Procedures for parental or student challenge to contents of a student's records; and
- G. Schedule for the retention and destruction of student records.

IV. Participating School Responsibility

EASTERN is considered an extension of the sending school; therefore, the school of record shall be the graduating high school. EASTERN will forward all attendance and grade records to said high school to be included in all official student records.

V. Competency List

The Director shall establish and maintain records of student accomplishment of occupational duties/tasks and other curricular outcomes which are established and adopted for each occupational program. These records shall be maintained for a period of five (5) years after the year of graduation of each student. The outcomes list shall be forwarded to the participating high school at the conclusion of the school year.

Family Educational Rights and Privacy Act
22 Pa Code § 12.31, 12.32

Adopted: 11/10/82
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See also:
DP C121 - Student Records