



Section: *Pupils*
Title: *Student Records Policy*
Adopted: *2.17.00*
Revised: *5.19.05*

216 – Student Records Policy

1. **Purpose** *The educational interests of the pupil and of society require the collection, retention, and use of information about individual pupils and groups of pupils. The welfare and progress of pupils is inextricably related to the thorough and efficient maintenance of pupil records.*

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 pupil record keeping shall be the educational welfare and advancement of the pupil.

2. **Authority** *The Board of School Directors has primary responsibility in this District for the compilation, maintenance, access to and security of pupil records. Only records mandated by the Commonwealth or federal government or specifically permitted by this Board may be compiled.*

3. **Delegation of Responsibility** *The Superintendent shall prepare for the consideration and approval of the Board a comprehensive plan for pupil records other than directory information. The plan shall conform to the Pennsylvania “Guidelines for the Collection, Maintenance and Dissemination of Pupil Records”, the federal guidelines implementing the Family Educational Rights and Privacy Act, the Protection of Pupil Rights Act, IDEA, Section 504, ADA, Act 26 of 1995 and other applicable federal and Pennsylvania statutes and regulations pertaining to regular education and special education students. The Plan shall include provisions for:*

1. *The specific pupil records which may be collected.*

2. *Proper safekeeping, custodianship and administration of pupil records.*
3. *Access of pupils and parents or guardians to records.*
4. *Access of third persons or agencies to records.*
5. *Periodic review of contents of pupil records.*
6. *Procedures for parental or pupil challenges to the content of the pupil's records.*
7. *Schedule for the retention and destruction of pupil records.*
8. *Reproduction of pupil records by a qualified viewer.*

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