

No. 207

SECTION: Students

# CATASAUQUA AREA SCHOOL DISTRICT

TITLE: Student Records Maintenance

ADOPTED: November 10, 2005

REVISED: November 10, 2005

REVIEWED: November 10, 2005

REVISED: February 9, 2016

207	<p><b><u>207 - STUDENT RECORDS MAINTENANCE</u></b></p> <p>The Catasauqua Area School District shall adhere to sound practices in the compilation, maintenance, and dissemination of all student records and the protection of he right to privacy of the students and parents or guardians of the student. <b>This policy is subject to all requirements set forth in Policy 207.1 and Federal and State laws and regulations.</b></p> <p>A. Collection of Student Information</p> <p><u>Representational consent</u> will be sufficient in situations involving aptitude and achievement testing for both formal and informal standardized tests, as well as reporting of skill and knowledge outcomes in the subject-matter areas within the curricula of the school district.</p> <p>Personality testing and assessment will proceed only with informed <u>individual consent</u> of each child and/or his or her parents or guardian. The test itself shall not be shown to the child or his or her parents before or after testing, but representative questions and tests may be included in any evaluation.</p> <p>Individual written consent will be required before information concerning a pupil's family if obtained or before any information not directly relevant for the purpose at hand is solicited from the pupil or his parents or guardians.</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p> <p>26</p> <p>27</p> <p>28</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p> <p>33</p> <p>34</p> <p>35</p> <p>36</p> <p>37</p> <p>38</p>
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All individual consent will be in writing.

Student information collected by the Catasauqua Area School District for record purposes will be classified according to the type of information collected and will be placed into the following categories:

I. Category A (Liberal Access)

Include official administrative records that constitute the minimum personal data necessary for the operation of the school system. Category A records will be housed in the guidance office under lock and key. Records will be maintained for at least one hundred (100) years.

This category shall include the following:

1. Student’s name, address, telephone number, birth date, sex, date of entry, date of withdrawal, academic grades, attendance and class rank.
2. Parents or guardians first and last names where they can be reached in case of emergency.
3. Standardized tests scores, including I.Q.
4. Student’s records of participation in school activities, awards, and letter of commendation.
5. Reports from teachers on the student’s academic participation.
6. Specifically, the following records shall comprise

Category A.:

- a. Student registration forms
- b. Student permanent records
- c. Pupil transportation records

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- d. Scholarship (academic) records
- e. Reading Progress records
- f. Any transfer records
- g. Report of pupils absence to Home and School Visitor or Administrator
- h. Requests for permission to release Permanent School Record to Third Party
- i. Authorization for the Release of Information
- j. Pupil Accident Reports (Health Record)
- k. All and any records that meet the guidelines as set down for Category A records.

II. Category B (Limited Access)

Items in Category B will be filed separately from the cumulative folder containing Category A material. Category B records will be housed in the guidance office or the Health Office under lock and key at all times.

Category B files will contain the following information:

1. Verified reports of serious and recurrent behavior problems.
2. Reports from teachers, counselors, and others regarding the student.
3. Copy of referral forms about the student in regards to special services.
4. Correspondence to parents, juvenile authorities or others that indicate a verified problem the student is having in school.

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5. A notice will be placed in the Category A folder to the effect that Category B information is available concerning the student.

6. Specifically, the following records will be considered to comprise Category B:

- a. School Health Records
- b. School Dental Health Records
- c. Speech Therapy Referral Forms
- d. Homebound Approval Forms
- e. Suspension Notification
- f. Disciplinary Reports of a serious nature
- g. All and any records that meet the guidelines as set down for Category B records.
- h. Health records shall be destroyed two years after the child ceases to be enrolled.

III. Category C (Restricted Access)

This information shall be potentially useful information, not yet verified or clearly needed at present. It shall be kept separate from Category A and B.

Category C records shall be housed in the guidance office or the

Principal's office under lock and key. Category C records shall include:

- 1. Personality Test results

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2. Unevaluated reports from teachers and others that could lead to disciplinary action.

3. Clerical reports, such as psychologist’s reports from outside agencies concerning the student.

4. Specifically, the following records shall comprise

Category C:

a. Anecdotal Record

b. Authorization for Psychological Examination

c. Request for Psychological Evaluation

d. Psychological Evaluation Follow-up Report

e. All and any records that meet the guidelines as set down for Category C records.

5. Category C data shall be reviewed at least yearly and destroyed as soon as their usefulness is ended, or be transferred to Category B. Transfer to Category B may be made only after the following conditions are met:

a. If the information has been clearly demonstrated to be useful, and

b. If its validity has been verified, in which case the parents or guardians must be notified and the nature of the information explained to them.

6. Confidential, personal files of professionals in the school (school psychologists, social workers, counselors) may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnosis and other memory aides for their use in counseling student. Any and all data that are considered to be the personal

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property of the professional shall be guarded by the rules of this policy, as well as those dictated by professional ethics, subject to the terms of any employment contract between the professional and the school district and any special arrangements between the professional and individual parents and/or students.

**B. Maintenance of Student Records**

The Catasauqua Area School District will provide for the review and up-date of all student material contained in each category and destroy such information that is not longer useful. Those records classified, as Administrative in nature will be reviewed by the Building Principal or his designated representative.

Those records are classified, as Guidance in nature will be reviewed by the nurses of the building involved. Final decisions concerning records in all categories and classifications is the responsibility of the Building Principal.

The administration of security is also the responsibility of the Building Principal.

I. Data in both Category A and B will be maintained and reviewed by the designated person or persons at the end of the student’s fourth, eighth, and twelfth grade years and/or before it is sent to the next school, either within the system or to another private or public school district or system.

II. Category A records should be located in the appropriate office in each school. They will be maintained and available by appointment for student and parent review with assistance of a principal or counselor.

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The guidance department is responsible to educate the staff concerning maintenance and access policies of records.

III. The standardized test scores, including I.Q. should be interpreted to the parents only by knowledgeable school personnel.

IV. Category B and C data will be maintained and available to parents or guardians only after a written notice is sent to the school requesting a review of Category B and C data. Category B and C data will be located in the principal’s office or the guidance office under lock and key.

V. Formal Procedure for Challenging Validity:

1. Give parents or child a form for a formal challenge to validity of record entry.
2. Inform parents or child of their rights.
3. Set date for hearing.
4. Challenge must be confined to parents, child and/or legal guardian or other personnel relevant to the challenge.

C. Microfilming Student Records

The Catasauqua Area School District will only microfilm Category A information for the purpose of record keeping upon the student’s graduation or withdrawal from the school district.

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- I. The student’s cumulative folder will remain active for a period of two years after graduation. This file will be maintained at Catasauqua High School. After a period of two years, Category A data will be microfilmed. Category B and C data will be destroyed upon graduation. Two microfilmed copies of the student’s Category A information will be kept. A copy will be filed at the Central Administration Office under lock and key, and it will be under the supervision of the Superintendent of Schools and the second will be kept in the safe at Catasauqua High School. The microfilm housed in the Central Administration Office is not to be used unless the other is destroyed.
- II. When a student withdraws from the Catasauqua Area School District, his or her file will be placed in an inactive file for a two year period before being microfilmed and destroyed in accordance with the above policy.
- III. Until full microfilming becomes a reality in the Catasauqua Area School District, Category A data will be stored permanently at the High School. All Category B and C data will be destroyed upon graduation of the student or two years following his or her withdrawal from the school district. All inactive files currently stored and those to follow in each building shall remain at those buildings until microfilming of records is a reality.

D. Dissemination of Student Information

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I. The Catasauqua Area School District may, without the consent of parent or students, release information in the student’s record, including Category A and B (as defined) to:

1. All professional personnel within the School District and Intermediate Unit who have a legitimate educational reason.
2. The State of Secretary and his designees provided the intended use of the data is consistent with the secretary’s legal powers and responsibilities.
3. To officials of other primary or secondary school systems in which the student intends to enroll. The student’s parents will be notified of the transfer and receive a copy of the record, if desired, and have an opportunity to challenge the record’s content.
4. The school may provide anonymous data from its records for research purposes without consent as long as there is no likelihood of possible individual identification.
5. The School District or school personnel may not divulge, in any form, to any persons or organizations, except as listed above, any information contained in any school record except:  
  
With written consent from the parents specifying exactly what is to be released, and to whom, and with a copy to go to the parent or student if desired.

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II. The Catasauqua Area School District will not divulge, in any manner, Category B or C information without specific written consent of the parents or eligible age student.

III. Requests for complete student rosters by any agencies or schools will not be honored unless they have direct business with the students, such as senior pictures, etc.

IV. Information concerning student records of a restricted nature will not be released by telephone.

V. Information from a student’s file may be used for research purposes by authorized personnel, if the individual pupil is not identified.

VI. Parents or students have the right to place material challenging the validity of any material contained in Category A or B in the file of the student.

VII. Data from Category A and B may be released without parent or student consent to comply with judicial order, or order of administrative agencies where those agencies have subpoena power and do, in fact, subpoena the data. Parents and/or students will be notified of all such orders and that the school district will or has complied.

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Absence Form	Category A	Destroy upon graduation of student
Accident Form	Category A	Permanent
Anecdotal Records (Discipline)	Category C	Destroyed when the student leaves the particular school
Dental Records	Category B	Destroy after graduation
Health Records	Category B	Destroy after graduation
Homebound Forms	Category A	Permanent
Student Permanent Records	Category A	Permanent
Psychological Evaluation Forms	Category C	Destroy upon graduation of student
Reading Progress Forms	Category A	Permanent
Registration Forms	Category A	Destroy upon graduation of student
Release of Information Forms	Category A	Permanent
Release of School Record Forms	Category A	Permanent
Scholarship Records	Category A	Permanent
Speech Therapy Forms	Category B	Destroy upon graduation of student
Suspension Material	Category C	Destroy upon graduation of student
Transfer Record	Category A	Permanent
Transportation Records	Category A	Destroy upon graduation of student