

WILKINSBURG SCHOOL DISTRICT

TITLE: STUDENT RECORDS

ADOPTED: May 25, 2004

REVISED:

| 216. STUDENT RECORDS | |
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| 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 district will maintain educational records for students for legitimate educational purposes. |
| 2. Authority SC 1303a, 1305-A, 1402, 1409, 1532, 1533 20 U.S.C. Sec. 1232(g) P.L. 93-380 34 CFR 99 Title 22 Sec. 4.52, 12.31 et seq | <p>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.</p> <p>The Board 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 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 Board, may be compiled by district staff.</p> <p>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.</p> |
| 3. Delegation of Responsibility | <p>The Superintendent or designee shall be responsible for developing and implementing a comprehensive plan for records of regular students and students with disabilities that meets the requirements of all state and federal statutes and regulations and is approved by the Board.</p> <p>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.</p> |

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| <p>51 P.S. 20221 et seq</p> <p>10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908</p> <p>20 U.S.C. Sec. 1232g P.L. 93-380 34 CFR 99</p> <p>51 P.S. 20221 et seq</p> <p>PA Code Title 22 Sec. 4.52, 12.31 et seq</p> <p>School Code 1303a, 1305-A, 1402, 1409, 1532, 1533</p> <p>Board Policy 213, 215</p> | <ol style="list-style-type: none">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 refuse to permit the designation of any or all categories of directory information.6. The right to request that information not be provided to military recruiting officers. |
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