



Book	Policy Manual
Section	200 Students
Title	Student Records
Code	216
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Purpose

The educational interests of students require the collection, retention, and use of data and information about individual students 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 of School Directors ("Board") of Springfield School District ("District") 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 applicable federal and state laws, regulations and directives, including, but not limited to The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. §1232g, and its implementing regulations found at 34 CFR Part 99, the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400 et seq, and its implementing regulations found at 34 CFR § 300.123 and §300.622, and Pennsylvania statutes, regulations and policies governing the confidentiality of, and access to, students' educational records. [\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

Delegation of Responsibility

The Superintendent or designee (designated administrator) shall be responsible for developing, implementing and monitoring a comprehensive plan for records of regular students and students with disabilities that meets the requirements of all applicable state and federal laws, regulations and directives and is approved by the Board.

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.

Copies of the adopted plan shall be maintained by the designated administrator and updated as required by changes in State or Federal law.

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.[\[5\]](#)[\[14\]](#)[\[15\]](#)

District staff shall compile only those educational records mandated by federal and state laws and regulations.

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 of their rights and the procedures to implement those rights.
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.
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, colleges and universities and prospective employers.[\[16\]](#)

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

Copies of the plan shall be made available to parents/guardians and students, in accordance with law.

SUPERSEDES: Student Records, Policy No. 216 (Adopted September 29, 1994)

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Legal

[1. 24 P.S. 1305-A](#)

[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. 20 U.S.C. 1400 et seq](#)

[13. 34 CFR Part 99](#)

14. Pol. 213

15. Pol. 215

16. Pol. 250

Pol. 216.1