

SENECA VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: November 8, 1993

REVISED: March 13, 2006

216. STUDENT RECORDS	
<p>1. Purpose</p>	<p>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.</p>
<p>2. Authority SC 1303a, 1305-A, 1402, 1409, 1532, 1533</p> <p>20 U.S.C. Sec. 1232g P.L. 93-380 34 CFR 99 Title 22 Sec. 4.52, 12.31 et seq</p>	<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>
<p>3. Definitions</p>	<p>Education Records - Official data directly related to a student kept for identifying purposes, for clearly demonstrated educational reasons, for helping the student or for the protection of others and maintained by a designated school official. Education records include data maintained in any manner, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.</p>

Directory Information - Includes information relating to a student which would be essential to forward to an organization for such purposes as determining eligibility to participate in a specified activity or event. This information could include the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and heights of members of athletic teams, dates of attendance, awards received, the previous educational institutions attended by the student and other similar information.

Disclose - Permitting access or the release, transfer or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means or by any other means to any party.

Secured - When relating to education records maintained in physical form, such as on paper, videotape, audiotape, compact disc, microfilm and microfiche, such records shall be kept under lock and key in the office of the professional responsible for their maintenance and security. When relating to education records maintained in or accessible from computerized sources, such records shall be maintained and secured in a manner in which access, alteration or deletion is limited to reliably authenticated and authorized users.

Eligible Student - A student who has attained eighteen (18) years of age, is married, whether age eighteen (18) or not, or is attending an institution of postsecondary education. When a student becomes an eligible student, the rights accorded to and consent required of parents/guardians under this policy transfer from the parents/guardians to the student.

Parent - Includes a parent, a guardian or an individual acting as a parent of a student in the absence of a parent or guardian. For the purpose of records access a parent includes both natural parents, a guardian or an individual acting as a parent of the student in the absence of a parent or guardian. The school presumes that either parent of the student has authority to inspect and review the education records of the student unless the school has been provided with evidence that there is a legally binding instrument or a state law or court order governing the divorce, separation or custody providing to the contrary.

Quasi-Judicial Review Panel - Qualified professionals appointed by the Superintendent for the purpose of periodically determining the validity of data contained in educational records and for hearing parental challenges.

<p>4. Delegation of Responsibility</p> <p>SC 1532 Pol. 213, 215</p>	<p>The Superintendent or designee shall be responsible for developing and implementing a comprehensive plan for student records that meets the requirements of all state and federal statutes and regulations and is approved by the Board.</p> <p>The Superintendent or designee 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> <p>The Superintendent or designee shall periodically review with school district employees their responsibilities for the maintenance of confidentiality of student records in accordance with this policy.</p> <p>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.</p>
<p>5. Guidelines</p> <p>SC 1305-A</p> <p>51 P.S. 20221 et seq</p>	<p>The district's plan for compilation, retention, disclosure and security of student records shall provide for the following:</p> <ol style="list-style-type: none"> 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. <p>The procedures for disclosure of student records shall apply equally to military recruiters, colleges and universities, and prospective employers.</p>

<p>51 P.S. 20221 et seq</p>	<p>The Superintendent or designee shall annually notify parents/guardians of students currently in attendance or eligible students currently in attendance of the following:</p> <ol style="list-style-type: none">1. The right to inspect and review the student's education record within thirty (30) days of the district's receipt of the request for access.2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.4. The criterion 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 types of personally identifiable information that the school has designated as directory information that may be released without consent, subject to the right to refuse to permit the designation of any or all of those types of information about the students as directory information. Such notice shall include the period of time in which a parent/guardian or eligible student has to notify the school in writing that s/he does not want any or all of those types of information about the student designated as directory information.6. The right to request that information not be provided to military recruiting officers. <p style="text-align: center;"><u>CATEGORIES OF DATA</u></p> <ol style="list-style-type: none">1. Category "A" Data: Includes official administrative records that constitute the minimum personal data necessary for operation of the educational system. Specifically, this identifying data includes name, address and phone
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number of parents/guardians; birth date, social security number (not required to be provided), birth place, sex, academic work completed, level of achievement (grades, standardized test scores) and attendance data of the student.

a. Types Of Materials

Name of Form: Student Permanent Record.

Definition of Contents: The following items will be identified for each student on his/her permanent record:

- 1) Full name of student.
- 2) Date of birth.
- 3) Place of birth.
- 4) Sex.
- 5) Address.
- 6) Names and address of parents/guardians, mother's maiden name.
- 7) Registration material (entry into Seneca Valley, school last attended), withdrawal data.
- 8) Academic work completed.
 - a) Subjects taken.
 - b) Days per week for each subject taken.
 - c) Final grade for each course.
 - d) Credit for each course.
 - e) Total credits for each year.
 - f) Total honor points for each year.
 - g) Cumulative credits for Grades 9, 10, 11, and 12.

	<ul style="list-style-type: none">h) Cumulative honor points for Grades 9, 10, 11, and 12.i) Final quality point average for Grades 9, 10, 11, and 12.j) Final academic rank-in-class.k) Date graduated. <p>9) Level of achievement. (Grades, standardized achievement test scores.)</p> <ul style="list-style-type: none">a) Achievement Tests.b) Academic Aptitude.c) ACT, PSAT/SAT.d) Levels of proficiency pursuant to the Pennsylvania System of School Assessment (PSSA's). <p>10) Attendance data.</p> <ul style="list-style-type: none">a) Total days of excused absence each year.b) Total days of unexcused absence each year.c) Total times tardy for each year. <p>11) Dissemination of materials.</p> <ul style="list-style-type: none">a) Transcripts.b) Identification of any professional accessing data. <p>12) Student activities. (Clubs, sports, etc.)</p> <p>Grade Level: K-12.</p> <p>Longevity: These records should be maintained for at least 100 years.</p> <p>Maintenance: This information should be updated each school year by verifying information on registration forms. The staff will also record all other information.</p>
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Location: In the elementary grades these records will be maintained and secured in the principal's office. In secondary schools, these records are maintained and secured in the counselors' offices.

b. Other Types of Category "A" Materials

ACCIDENT

Name of Form: Pupil Accident Report.

Definition: This form is used as a record of the occurrence of an accident, the injury that the student incurred, and the treatment which was administered as well as the details of the accident.

Grade Level: K-12.

Longevity: Permanent.

Location: Copies maintained and secured in the nurse's office, principal's office and Superintendent's office.

2. Category "B" Data: Includes verified information of clear importance, but not absolutely necessary to the school over time, in helping the child or in protecting others. Specifically, scores on standardized intelligence and aptitude tests, interest inventory results, health data, family background information, educational diagnostic evaluations, systematically gathered teacher or counselor ratings and observations and verified reports of serious or recurrent behavior patterns are included in this category.

a. Types Of Materials

Name of Form: Cumulative Record Folder.

Definition of Contents: The following items will be identified for each student in a separate folder identified by student's name:

- 1) Mental Ability and Achievement Test Results.
- 2) Kindergarten Report Card.
- 3) Kindergarten History.

- 4) Student's name, school, grade, address, birth date, parent's/ guardian's name.
- 5) Scholastic Record.
- 6) Standardized Test Record K-12.
- 7) Parental Conference Record K-6.
- 8) Reading Progress Report K-6.
- 9) Summer School Report K-12.
- 10) End-of-year report for Remedial Reading K-6.
- 11) Mid-term unsatisfactory letters K-12.
- 12) Letters of possible retention K-12.
- 13) Birth certificate K-3.
- 14) Interest inventory results 7-12.
- 15) Verified reports of serious or recurrent behavior patterns K-12.
- 16) Reports from teachers, counselors, and others identifying verified information about the student K-12.
- 17) Correspondence to parents/guardians, juvenile authorities, colleges, employers, or others K-12.
- 18) Samples of student work.

Grade Level: K-12.

Longevity: At periodic intervals the information included in the Cumulative Record Folder will be reviewed and data that is no longer pertinent will be destroyed. The anticipated period of usefulness of each item included is marked to the right of the item in the above definition of contents. The complete Cumulative Record Folder will be destroyed one (1) year after graduation or withdrawal from the Seneca Valley School District.

Location and Maintenance: In grades K-6, the cumulative record folders are to be maintained and secured by the principal's office. In grades 7 through 12, the cumulative record folders are maintained and secured by the guidance office.

b. Other Types Of Category "B" Materials

DISCIPLINE RECORDS

Name of Record: Discipline record.

Definition: Records of disciplinary action or proceedings involving the investigation, adjudication or imposition of sanctions with respect to an infraction or violation of school policy or rules of conduct applicable to students.

Longevity: Parents/Guardians and students will be notified in each building's student handbook that the records of students involved in frequent or serious infractions will be maintained beyond the end of the school year.

Location: This form should be maintained and secured in the principal's office.

HEALTH (Including Dental)

Name of Form: School Health Record.

Definition: The school health record consists of records of those periodic health, dental and vision examinations as are required to be administered by law, immunization records and other medical records furnished by the parent/guardian or student in relation to school attendance.

Grade Level: K-12.

Longevity: The health record shall be kept for a period of two (2) years after a child ceases to be enrolled.

Location: This form should follow the student and be maintained and secured in the nurse's office.

HOMEBOUND

Name of Form: Homebound Approval Form.

Definition: This form is used as a record of homebound instruction received by a student during his/her school career and includes any physician's certification of the need for homebound instruction.

Grade Level: K-12.

Longevity: This form is to be maintained for five (5) years.

Location: These records are maintained and secured in the office of the Supervisor of State and Federal Programs.

INDIVIDUALIZED EDUCATION PLANS (IEP)

Name of Form: IEP

Definition: This form contains all state and federally required items necessary to describe the individualized education plan for an exceptional student who resides in the district.

Grade Level: K-12

Longevity: Records will be maintained for five (5) years following a student's graduation or withdrawal from the district's special programs.

Location: Central Office: Director of Special Education; Special Education Teacher Classroom File.

MULTIDISCIPLINARY TEAM REPORT

Name of Form: Multidisciplinary Team Report.

Definition: This report includes all components of the evaluation process for identified and "thought to be" exceptional students including the written permission to evaluate and the Notice of Recommended Assignment issued at the conclusion.

Grade Level: K-12

Longevity: Records will be maintained as long as educationally relevant or for five (5) years following graduation or withdrawal from the district.

Location: Central Office: Psychologists if Non-Exceptional; Director of Special Ed. if Exceptional; Special Education Teacher's File.

RELEASE OF SCHOOL RECORD

Name of Form: Request for permission to release permanent school record to third party.

Definition: This form is used to obtain parental or eligible student permission to release a student's permanent record to a third party and as a record of the permission given.

Grade Level: K-12

Longevity: Five (5) years following graduation or withdrawal from the district.

Location: Maintained in school office where the permanent record is located.

TRANSPORTATION

Name of Form: Pupil Transportation Record.

Definition: This form is mandatory according to the Pennsylvania School Code and is used as a record of bus transportation offered to and used by a student.

Grade Level: K-12.

Longevity: This record should be kept until the student graduates, or leaves the school district.

Location: This record is to follow the student and be kept in general office files.

3. Category "C" Data: Includes potentially useful information but not yet verified or clearly needed beyond the immediate present; for example, legal or clinical findings including certain personality test results and unevaluated reports of teachers, counselors and others which may be needed in ongoing investigations and disciplinary or counseling actions.

a. Types Of Materials

Name of Form: Confidential, personal files of professionals in the school.

Definition of Contents: Includes potentially useful information but not yet verified or clearly needed beyond the immediate present; for example, legal or clinical findings including certain personality test results, and unevaluated reports of teachers, counselors, and others which may be needed in ongoing investigations and disciplinary or counseling actions.

Grade Level: K-12.

Longevity: Such data should be reviewed at least once a year and destroyed as soon as their usefulness is ended, or transferred to Category "B". Transfer to Category "B" may be made only if two (2) conditions are met, namely:

- 1) The continuing usefulness of the information is clearly demonstrated.
- 2) Its validity has been verified; in which case parents/guardians must be notified and the nature of the information explained.

If, for any reason, temporary unevaluated data are held for more than a year, the existence of these data must be discussed with the parent/guardian and the reason for their maintenance explained fully. Parents/Guardians then should have an opportunity to challenge the decision to maintain such data.

Location and Maintenance: Maintained and secured by the professional involved.

COLLECTION OF DATA

No information shall be collected from students without the prior informed consent of the student and his/her parents/guardians. Such consent may be given either by the parents/guardians individually or by the Board, depending on the nature of the information to be collected. Representational consent will be sufficient in situations involving Category "A" and Category "B" data with the exception of Multidisciplinary Team evaluations and family background information which shall require individual consent. Individual written parent/guardian consent is required for an initial Multidisciplinary Team evaluation. If a student has been identified as exceptional, parents/guardians must be informed of the mandated biennial reevaluation. When educational diagnosis Category "B" is appropriate for an individual student, the parents/guardians will be notified in each instance and the results of the evaluation will be shared with them. Parents/Guardians will have input into Multidisciplinary Team evaluations, results will be shared with them and they will be given a printed copy of the report. This procedure refers to both initial Multidisciplinary Team evaluations and biennial evaluations if a student has been found to be exceptional.

All situations Category "C" and the exception noted above requiring individual consent, shall be in writing. In order for a statement of consent to be binding, whether individual or representational, it must be freely given after the parents/guardians have been fully informed in writing, if possible, of the following: (1) the methods by which the information will be collected; the uses of which it will be used; the methods by which it will be recorded and maintained; the time period for which it will be retained; and the persons to whom it will be available, and under what conditions; or (2) the reasons for the impossibility or undesirability of such explanations.

All data to be collected for educational records by school personnel must be for the purposes of identification, for helping the student, for clearly demonstrated educational purposes or for the protection of others.

When school personnel or outsiders request to collect data for nonschool purposes, even under conditions of anonymity, the building principal involved and the Superintendent will review each request. The same regulations contained in this document shall apply to this type of data collection, with the exceptions that the principal and Superintendent will recommend to the Board whether the prior informed consent should be representational or individual depending upon the nature of the information. In all cases, students must be notified that their participation in any aspect of any such data collection is entirely voluntary.

MAINTENANCE OF DATA

A permanent record folder containing Category "A" data only shall be maintained for each student from kindergarten through grade eight. This information will be placed on microfiche or otherwise preserved and stored in the high school safe when the student begins grade nine and the permanent record folder will be destroyed. A new permanent record card will contain information for grades 9-12, a copy of which will be known as the "transcript" of a Seneca Valley High School student and/or graduate. Following the graduation of each class, the high school permanent record also will be microfiched or otherwise preserved and the entire K-12 record will be kept for 100 years in the high school safe.

Category "B" data will be filed inside the elementary school permanent record folder, which will thereby be a cumulative record. At the high school level, cumulative records will be kept in the counseling office. Multidisciplinary Team Evaluation Reports and Individualized Education Plans (IEP), while Category "B" data, are not maintained in cumulative records. These records are maintained in the offices of the school psychologists or the Director of Special Education. If a student is currently receiving special education services, copies of these records are also maintained by the special education teacher who services the student. These records are to be maintained under lock and key. Each year unnecessary Category "B" data will be destroyed, and upon graduation, all information about a student except that on the permanent record will be destroyed except Multidisciplinary Team Reports, IEPs, other special education records (which will be kept for five (5) years) and health records (which will be kept for two (2) years). At graduation, parents/guardians of exceptional children will be notified individually of this policy and reminded of their right to copies of these records and that they will be destroyed five (5) years following graduation.

Category "C" data should be reviewed at least once a year and (1) destroyed as soon as their usefulness is ended or (2) transferred to Category "B". Transfer to Category "B" may be made only if two (2) conditions are met, namely:

1. The continuing usefulness of the information is clearly demonstrated.
2. Its validity has been verified, in which case parents/guardians or eligible student must be notified and the nature of the information explained.

At no time will Category "C" information be entered on a student's permanent record card.

Confidential, Personal Files of Professionals in the School - Professionals working in the school may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnoses and other memory aids for their own use in counseling pupils. Any and all data that are considered to be the personal property of the professional shall be guarded by the rules given above in addition to those dictated by professional ethics, subject to the terms of the employment contract between the school and the professional and any special agreements made between the professional and individual parents/guardians and/or students.

DISSEMINATION OF INFORMATION REGARDING PUPILS

A student or his/her parents/guardians may have access to the student's permanent record file. A parent/guardian or student shall notify a principal or school counselor that s/he wishes to inspect and review the student's record. The respective principal or counselor shall arrange a meeting or supply a copy of the record within thirty (30) days of the request. Upon parental or student request, the school counselor or principal shall provide an explanation and/or interpretation of the record. Parents/Guardians of exceptional children have the right to review and request copies of reports, evaluations, etc., that are maintained in school district files. This right includes evaluations or reports which have been received by the district from other sources and which have become part of the student's record. All such information is subject to disclosure to parents/guardians upon request, without regard to clearance from the originating source.

The school may disclose personally identifiable information that the school has designated as directory information without individualized consent, subject to the right of parents/guardians and eligible students to notify the school in writing that s/he does not want any or all of those types of information about the student designated as directory information or released as such.

Parents/Guardians may have access to Category "B" data. Students may have access to Category "B" data with parental permission. This right of access includes the right to challenge the validity of information contained in the record through the due process procedures described below.

The school may, without consent of parents/guardians or eligible students, release a student's permanent record file and necessary Category "B" data, including special education evaluations, reports and IEPs, except to (3) below, to:

1. Other school officials, including teachers, within the district who have been determined by the school to have a legitimate educational interest. Those who have legitimate educational interests include (a) professional personnel directly providing instruction to the student, (b) personnel responsible for direct support services, and (c) persons responsible for the health and safety of the students while they are in attendance at school. These may include teachers, counselors, administrators, nonprofessional teaching aides and clerical staff. At the maintenance sites, a list of individuals permitted access to student special education records is posted.
2. Officials of other primary or secondary school systems in which the student intends to enroll (upon request from that school), under condition that the student's parents/guardians be notified of the transfer, receive a copy of the record, if desired, and have an opportunity for a hearing to challenge the content of the record.
3. Officials connected with a student's application for, or receipt of financial aid.
4. Authorized representatives of (a) Comptroller General of the United States, (b) the Secretary of Health, Education, and Welfare, (c) the Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education, or (d) state educational authorities.
5. Appropriate authorities in a health or safety emergency after consideration of the seriousness of the threat, the need for the information to meet the emergency and the extent to which time is of the essence in meeting the emergency.
6. State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

NOTE: If a student was at one time identified as exceptional and is now considered nonexceptional, any record of that fact will not be released to any of the above except with the written permission of the parent/guardian or eligible student.

The school or any school personnel may not divulge, in any form to any persons other than those listed above, any information contained in school records except:

1. With written consent of the student's parents/guardians specifying records to be released, purpose of the disclosure and to whom a copy of the records are to be released.
2. In compliance with judicial order, or any lawfully issued subpoena. Parents/Guardians and/or eligible students shall be notified in advance of all such orders and of the school's compliance.

Each matter of request for consent must be handled separately; for example, blanket permissions for release of data within an extended period of time may not be solicited since they, by definition, do not provide any opportunity for informed consent. Each written consent shall be signed and dated by the parent/guardian or eligible student.

The school may provide anonymous data from its records for outside research without consent under conditions where the likelihood of identifying any individual because of his/her unique characteristics is negligible.

ADMINISTRATION OF SECURITY

The Assistant Superintendent For Instruction shall be responsible for the oversight of record maintenance and access and for educating the staff about student record keeping policies. All school personnel having access to records shall receive periodic training in security, with emphasis upon privacy rights of students and parents/guardians.

Any agency providing computer services to the school district shall appoint one (1) of its employees to be responsible for the security of data pertaining to Seneca Valley students. The procedures employed to deal with information in data banks are to be in accordance with this Board policy, and a written contract to this effect should be signed annually by a responsible agency official.

Records shall be maintained and secured at all times under the supervision of the designated professional.

Formal procedures for the challenging of any information contained in Categories "A" or "B" by the parent/guardian or eligible student are as follows:

1. The parent/guardian and/or eligible student must submit written notification to the Superintendent.
2. Upon receipt of written notification, the Superintendent or his/her designated representative will arrange for a conference with the parents/guardians and/or eligible student to resolve the conflict. The date, place and time of all conferences dealing with the challenge will be at the convenience of both the parents/guardians and the school officials. Sufficient advance notice will be given to those involved. The conference is to be scheduled within ten (10) school days of the parents'/guardians' and/or eligible student's written notification. An official of the school may conduct the conference provided s/he has no direct interest in the situation.
3. If the conflict has not been resolved as a result of the initial conference, the challenge is to be reviewed by the district's quasi-review panel within a period not to exceed thirty (30) school days from the initial conference.
4. Parents/Guardians and eligible students are to receive written notice of their rights to counsel, to present evidence and to cross-examine witnesses before the review panel and are to be granted reasonable time to prepare for the proceedings.
5. The panel shall make its decision in writing within a reasonable period of time after the conclusion of the hearing. This decision shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
6. If the panel's decision is in favor of the challenge, the data will be corrected immediately in the student's record. If the panel determines the data to be valid, the parents/guardians and/or eligible student may appeal if they wish to the Board. If the Board does not rule in the parents'/guardians' or eligible student's favor, the latter will have the opportunity to place an explanation in the student's record.

NOTE: FERPA only requires that a hearing by disinterested officials be provided and does not require a further appeal to the Board of School Directors. Accordingly, if desired, Paragraph 6 could be modified to eliminate the appeal to the Board.

The quasi-judicial review panel should review periodically all types of data retained in Categories "B" and "C". Good cause must be shown for the retention of any of these data, and parents/guardians must be informed of their right to challenge the decision to maintain such data through the procedures outlined above.

Designated personnel responsible for the collection, maintenance, security and dissemination throughout the district's various school buildings are as follows:

Elementary Schools

<u>Record/Report</u>	<u>Location of Records</u>	<u>Responsibility</u>	<u>Clerical Function</u>
Attendance Records	Principals' Offices	Principals	Building Secretary/Aides
Permanent Records	Principals' Offices	Principals	Building Secretary/Aides
Cumulative Records	Principals' Offices	Principals	Building Secretary/Aides
Health Records	Nurses' Offices	Nurses	Nurses/ Building Secretary/Aides
Multidisciplinary Team Reports/ Psychological Evaluations, etc.	Central Office; Special Education Classroom File	Psychologist/ Director of Special Ed.; Special Ed. Teacher	Department Secretaries/Aides
Individualized Education Plans (IEP)	Central Office; Special Education Classroom File	Director of Special Ed.; Special Ed. Teacher	Department Secretaries/Aides

Secondary Schools

<u>Record/Report</u>	<u>Location of Records</u>	<u>Responsibility</u>	<u>Clerical Function</u>
Attendance Records	Principals' Offices	Principals	Building Secretary/Aides
Permanent Records	Junior/ Intermediate Vault	Principals, Counselors	Counseling Dept./ Building Secretary/Aides
Cumulative Records	Counselors' Offices	Counselors	Counseling Dept.
Health Records	Nurses' Offices	Nurses	Nurses, Aides
Discipline Report	Principal/ Asst. Principal's Office	Principal/Asst. Principal	Secretary/Aides
Multidisciplinary Team Reports/ Psychological Evaluations, etc.	Central Office; Special Education Classroom File	Psychologist/ Director of Special Ed.; Special Ed. Teacher	Department Secretaries/Aides
Individualized Education Plans (IEP)	Central Office; Special Education Classroom File	Director of Special Ed.; Special Ed. Teacher	Department Secretaries/Aides

Copies of this policy can be obtained from the:

Superintendent's Office
124 Seneca School Road
Harmony, Pennsylvania 16037.

The Secretary of Health, Education and Welfare has established an office to investigate process and review violations and complaints which parents/guardians or eligible students may file in connection with the Family Educational Rights and Privacy Act. The address of this office is:

Family Policy Compliance Office
U.S. Dept. of Education
400 Maryland Avenue
Washington DC 20202-4605