



Title: Personnel Files

300 Employees

Code 305

24 P.S. 510

42 U.S.C. 2000ff et seq

42 U.S.C. 12112

43 P.S. 1321

43 P.S. 1322

20 U.S.C. 6311

20 U.S.C. 7801

22 PA Code 403.4

22 PA Code 403.5

24 P.S. 111

22 PA Code 8.1 et seq

23 Pa. C.S.A. 6301 et seq

43 P.S. 1321 et seq

42 U.S.C. 12101 et seq

8 CFR 274a.2

Authority

Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or support employee of the district.

William Penn Academy (WPA) requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with WPA policies, administrative regulations, rules and procedures; and evidence of completed evaluations.[\[1\]](#)



Delegation of Responsibility

William Penn Academy delegates the establishment and maintenance of official personnel records to the Educational Director or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.

Guidelines

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[\[2\]\[3\]](#)

The official personnel file may only contain data that is relevant to the employee's professional role and comes from duly authorized administrative personnel. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigations.

Personnel records shall be available to the Board, but only as required in the performance of its designated functions as a School Board and as approved by a majority vote of the Board.

Personnel files shall be reviewed at intervals established by the district, and material no longer required shall be destroyed.[\[4\]](#)

Employee Access

Administrative, professional and support employees shall have access to their own files. Information relative to confidential employment references/recommendations is not part of the personnel file and shall not be available for review by the employee.[\[5\]\[6\]](#)

Employees who wish to review their own records shall:[\[5\]\[6\]](#)

1. Request access in writing.
2. Review the record in the presence of the administrator or designee responsible for maintaining personnel records.
3. Make no alterations to the record or remove any material.
4. Sign a log attached to the file indicating the date and person reviewing it.



Appeals

To appeal material in their personnel file, employees shall submit a written request to the administrator delegated to maintain the records and specify the:

1. Name and date.
2. Materials to be appealed.
3. Reason for appeal.

The responsible administrator shall refer the appeal to the administrator directly involved, and permit the addition of employee comments.

Title I Schools (only applicable if WPA becomes a Title I School)

In accordance with the law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.[\[7\]\[8\]\[9\]\[10\]](#)

The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.[\[7\]\[8\]\[9\]](#)

In accordance with the law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.[\[7\]\[10\]\[11\]](#)