



WILLIAM PENN  
ACADEMY

**Title: Student Records**

200 Pupils

Code208

24 P.S. 1305-A

22 PA Code 4.52

22 PA Code 12.31

22 PA Code 12.32

22 PA Code 15.9

20 U.S.C. 1232g

24 P.S. 1532

24 P.S. 1306-A

24 P.S. 1402

24 P.S. 1409

24 P.S. 1533

34 CFR Part 99



## **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 the educational records of the students for legitimate educational purposes.

## **Authority**

William Penn Academy recognizes its responsibility for the compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.[\[1\]\[14\]\[15\]\[16\]\[9\]\[17\]](#)

William Penn Academy shall adopt a comprehensive plan for the collection, maintenance and dissemination of student records that complies with federal and state laws, regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law.[\[3\]\[4\]\[5\]\[6\]\[7\]\[18\]](#)

## **Delegation of Responsibility**

The Educational Director or designee shall be responsible for implementing and monitoring the adopted student records plan, which meets all legal requirements.

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.

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

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.[\[9\]\[10\]\[11\]](#)



## **Guidelines**

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 eighteen (18) years of age and older of their rights and the procedures to implement those rights, annually and upon enrollment.
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 the 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.[12]
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 and postsecondary institutions.[13]

Copies of the student records plan shall be submitted to the Department of Education, upon request of the Secretary.[4]



## AEDG Student Records Plan & Retention Schedule

The William Penn Academy's Student Records Plan and Retention Schedule sets forth the applicable guidelines for compilation, retention, disclosure and security of all students' records collected by the district. Student records are generally categorized as follows:

**Category A "Required Documents"** are critical records statutorily required to be retained for 100 years. These records are official administrative records and contain the minimum personal data required for the operation of the educational system. Such records include, but are not limited to, academic grades, attendance data, date and place of birth, degrees and awards received, grade level, participation in officially recognized activities and sports, photographs, as well as student name, address, phone number and email. (FERPA, 20 U.S.C. 1232g; 34 C.F.R Part 99; PA Guidelines for the Collection, Maintenance and Dissemination of Public Records, 22 Pa. Code § 12.31, et. Seq; Students and Student Services Guidance and Toolkit for Program Design & Structure prepared by the PA Department of Education, revised 08/20/08).

**Category B "Recommended Documents"** contain verified information of clear importance, but are not necessary to the school in helping the child or in protecting others. Category B records should be reviewed at periodic intervals (e.g., when a student moves from elementary to middle school, and from middle school to high school, withdrawal from the District) and purged unless good cause exists for further retention. These records include, but are not limited to, discipline records, health records, standardized tests, special education records, custody and PFA documents. FERPA, 20 U.S.C. 1232g; 34 C.F.R Part 99; PA Guidelines for the Collection, Maintenance and Dissemination of Public Records, 22 Pa. Code § 12.31, et. Seq; Students and Student Services Guidance and Toolkit for Program Design & Structure prepared by the PA Department of Education, revised 08/20/08).

**Category C "Suggested Documents"** contain potentially useful information but have not been verified or are not clearly needed beyond the immediate present. Category C records should be reviewed at least once a year and destroyed as soon as their usefulness has ended. Alternatively, these records may be transferred to Category B as long as two conditions are met: 1) the continuing usefulness of the



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information is clearly demonstrated; and 2) its validity has been verified (in which case the parents must be notified, and the nature of the information explained). These records include, but are not limited to, legal and clinical personality test findings, student assistance program information, and unevaluated reports of teachers, counselors or others. (FERPA, 20 U.S.C. 1232g; 34 C.F.R Part 99; PA Guidelines for the Collection, Maintenance and Dissemination of Public Records, 22 Pa. Code § 12.31, et. Seq; Students and Student Services Guidance and Toolkit for Program Design & Structure prepared by the PA Department of Education, revised 08/20/08).

**Special Education Records:** The “master” special education records shall be kept with the Program for Students with Exceptionalities in the Digital Special Education Database (Encore) and/or the Special Education Archives. Thus, any special education records contained in an individual school’s student folders or elsewhere should be merely copied and reviewed for destruction at periodic intervals.

Generally, the retention periods listed below apply to the larger categories of student records; however, separate periods may be listed for certain individual records. Where necessary, the broad category listing (**in bold**) is followed by more specific examples of records included within the category. Not all records that may exist within the broad category are included in the below condensed Records Retention Schedule. Relevant departments have been provided with a Student Records Document Retention Schedule. If additional record types are found that do not fall within the information types listed, or if you have general questions about the below schedule, please contact the Chief Operating Officer. For any record not covered by the retention schedule, the District’s Administrators will determine how long the record shall be kept after consulting state regulations and will recommend any necessary revisions to the Student Records Plan & Retention Schedule. Please note that examples listed after each information type are not exhaustive lists:



Student Records Retention Schedule

<b>Information Type, Name and Examples</b>	<b>PA Dept. of Educ. Category</b>	<b>Retention Period</b>	<b>Legal Authority/Explanation</b>	<b>Storage Location (Format)</b>	<b>Department(s) Responsible</b>
<b>Accident Reports</b>	n/a	6 years	The existing district schedule requires accident reports to be retained for 6 years. See 65 Pa. C.S.A. § 67.101, et seq.	Individual School (Digital, Paper)	Individual School
<b>Attendance Records</b> Examples: Notes/Excuses, Reports and Logs, and School Attendance Binders	A Or B	100 years after the student's final enrollment in the facility. Review at periodic intervals	Generally, as long as the individual student's attendance data has been entered into the student's permanent record, and is therefore classified as Category A, all other documentation will fall into Category B and should be reviewed and purged at periodic intervals. Operationally, certain attendance information must be maintained at least until	Student Records Database, Closed School Archives, Individual Open School Facilities (Digital, Paper)	Individual School, Records Coordinator for Closed Schools



			reported for child accounting purposes.		
<b>Contracts and Legally Binding Agreements</b>	n/a	6 years	The Public School Code requires that financial records of the district, including financial account books, orders, bills, contracts, invoices, receipts, and purchase orders, shall be retained by the district for a period of not less than six years. 24 Pa. Code § 5-518.	Closed School Archives, Individual Open School Facilities, Special Education Archives, Central Administration Building (Digital, Paper)	Law Department, Operations, and Record Coordinator
<b>Court/Police/Legal/Correctional Records</b> Examples: Child Welfare Agency Records; Juvenile Court Records; Family Division Records; Police Records; Truancy Documentation; Social Services Documentation	B	Review at periodic intervals	Many records within this category may not be true student records but are instead ad hoc reports or working papers. Also, some records may contain information and data that already appear in a student's permanent record. These documents have no legal retention requirement but may be	Closed School Archives, Individual Open School Facilities, Special Education Archives (Digital, Paper)	Student Services, Records Coordinator for School Safety



			kept for educational or operational purposes.		
<b>Disciplinary Records</b> Examples: Daily Behavior Documentation; Behavior Contract; Discipline and Behavior Referrals/Report; Handwritten Notes; Incident Report; Statement of Student Misconduct; Suspension/Expulsion Records; Summary/Cumulative Discipline Report	B  Or  C	Category B: Review at periodic intervals.  Category C: Review at least once a year and destroy as soon as usefulness has ended (unless transferred to Cat. B)	This group of records could contain documents that fall either into Category B or Category C. The determination as to which category they belong to depends on whether the document has demonstrated continuing usefulness and is verified.  Many records within this category may not be true student records but are instead ad hoc reports or working papers. Also, some records may contain information and data that already appear in a student's permanent record. These documents have no legal retention requirement but may be	Closed School Archives, Individual Open School Facilities, Special Education Archives, Central Administration-Discipline Office (Digital, Paper)	Student Services, Individual School, Records Coordinator





			kept for educational or operational purposes.		
<p><b>Enrollment/Administrative Records</b>            Examples: Registration and Enrollment Documentation; Birth Certificate; Correspondence; Emergency Contact Information; STAR 101 Enrollment and Data Collection Form; Student Tracking; Student Information Card; Student Schedules; Student Transfer or Withdrawal Documentation; Transportation Requests</p>	<p>A            Or            B            Or            C</p>	<p>100 years after the student's final enrollment in the facility.            Review at periodic intervals.            Review at least once a year and destroy as soon as usefulness has ended (unless transferred to Cat. B)</p>	<p>Generally, as long as an individual student's personal data (such as the student's name, address, phone number and email) has been entered into the student's permanent record, all other documentation will fall into Category B and should be reviewed and purged at periodic intervals. Records pertaining to Student Assistance programs fall into Category C.            Many records within this category may not be true student records but are instead ad hoc reports or working papers. Also, some records may contain information and data that</p>	<p>Closed School Archives, Individual Open School Facilities, Special Education Archives (Digital, Paper)</p>	<p>Student Services, Individual School, Records Coordinator</p>



			already appear in a student's permanent record. These documents have no legal retention requirement but may be kept for educational or operational purposes.		
<b>Gifted Education Records</b> Examples: Permission to Evaluate/Re-Evaluate; Gifted Written Report (GWR); Gifted Individualized Education Plan (GIEP); Notice of Recommended Assignment (NORA)	B	6 years after students exit gifted education		Special Education Archives, Individual Open School Facilities	Gifted Education
<b>Government Assistance Program</b> Examples: Manpower Development and Training Act (MDTA) Records; Pittsburgh Partnership Records; Veteran's Administration (VA) Program Records	n/a	3 years after the completion of the program	For Veteran's Administration programs, see 38 C.F.R. §21.4209(f)(3). For the Manpower Development and Training Act, see 29 C.F.R. § 1627	Closed School Archives	Records Coordinator
<b>Grades/Yearly Progress/Classwork</b> Examples: Classroom Visit/Observation Records; Correspondence; Final Grades; GED Scores; Original Student Work;	A  Or  B	100 years after the student's final enrollment in the facility.	Generally, as long as an individual student's academic grades and degrees have been entered into the student's permanent record, these	Closed School Archives, Individual Open School Facilities, Special	Individual School, Records Coordinator



<p>Report Cards: Student Evaluations; Progress Reports</p>		<p>Review at periodic intervals.</p>	<p>documents will fall into Category B and should be reviewed and purged at periodic intervals.</p>	<p>Education Archives (Digital, Paper)</p>	
<p><b>Guidance Counselor/Social Worker Records</b> Examples: Accident Report; Confidential Emails; Handwritten Notes; Homebound Instruction and Documentation; Truancy Documentation; Social Services Documentation</p>	<p>A  B  C</p>	<p>100 years after the student's final enrollment in the facility.</p> <p>Review at periodic intervals.</p> <p>Review at least once a year and destroy as soon as usefulness has ended (unless transferred to Cat. B)</p>	<p>Records held in the Guidance Counselor's Office are often a mixture of different categories of documents and should be analyzed individually. Retention schedule is included in the relevant category, if one exists. Other record retention guidelines are set forth below.</p> <p>Many records within this category may not be true student records but are instead ad hoc reports or working papers. Also, some records may contain information and data that</p>	<p>Individual Open School Facilities (Digital, Paper)</p>	<p>Student Services, Individual School, Individual Counselor or Social Worker</p>



			already appear in a student's permanent record. These documents have no legal retention requirement but may be kept for educational or operational purposes.		
<b>Information Releases/Requests</b> Examples: Authorization for Release of School Records/ Information; Consent for Release of Medical Information to the School; Permission to Exchange Information About a Student; Record of Access to the Student File; Records Request Documentation; Release of Records Forms/Request; Transcript Request Letter	B Or C	Maintain for as long as the records being requested are maintained.  Review at least once a year and destroy as soon as usefulness has ended (unless transferred to Cat. B).	FERPA requires that a school must maintain a log of requests for access to information from education records as long as the records themselves are maintained. 20 U.S.C. §1232g(b)(4)(A). This requirement does not apply to a request from a parent or dependent child, a school official with legitimate educational interests, a party with written consent from a parent, or a specifically protected legal inquiry such as a subpoena.		



			Otherwise, these records generally fall into Category C "Suggested Records".		
<b>Medical/Psychological Records</b> Examples: Accident Report; Athletics Participation Documentation; Correspondence and Notes; Daily Log of Student Visits/Treatment; Dental Health Records; Hospitalization Records; Immunization Record; Mental Health Records; Occupational Therapy Records; Master Problem Lists; Emergency Care Forms; Health Assessment Records; Health Excuses, Screens and Service Records; Medication Documentation; Psychological Evaluation, Treatment and Other Records, School Confidential Medical Conditions List; Speech and Language Records; Vision Records	B	Review at periodic intervals.  2 years after the student's final enrollment.  6 years if part of a special education record.	Category B documents are required to be reviewed at periodic intervals. These records include Health Records. In addition, Health Records are required to be maintained for 2 years after the student's final enrollment according to PA School Code 24 Pa. C.S.A. § 14.1409. Moreover, some of these records' retention periods may be affected by HIPAA and/or the ADA.  The district has designated these records as requiring a retention period of 6 years because	Closed School Archives, Individual Open School Facilities, Special Education Archives (Digital, Paper)	Student Services, Program for Students with Exceptionalities



			<p>they may be part of a student's Special Education Documentation.</p> <p>Please contact the records Coordinator with any questions regarding these records.</p>		
<p><b>Special Education Records</b> Examples: Assessment Reports (e.g. Functional Behavioral Assessment, Baseline Assessment); Daily Behavioral Data; ESY Documentation; Evaluation/Re-Evaluation Report; Individualized Education Program (IEP); Manifestation Determination Review (MDR) Documentation; Notice of Recommended Educational Placement (NOREP); Permission to Evaluation/Re-Evaluate Documentation; Placement Documentation; Positive Behavioral Support Plan (PBSP); Progress Reports; Psychological Evaluations;</p>	<p>B</p>	<p>6 years after the student's exit from the program.</p>	<p>The Pennsylvania Dept. of Ed. Toolkit referenced above lists these records as being in Category B, however, GEPA and the PA. Dept. of Ed. require that these records be held for 6 years after the student's final enrollment. (Letter from the Director of the PA Dept. of Education, Bureau of Special Education regarding the Retention of Records). See FERPA 34 C.F.R. § 99 and GEPA 34 C.F.R § 80.42(b)(1) and (2)).</p>	<p>Digital Special Education Database, Closed School Archives, Individual Open School Facilities (Digital, Paper)</p>	<p>Programs for Students with Exceptionalities</p>



Correspondence; Section 504/Chapter 15 Service Agreement for Qualified Students with Disabilities					
<b>Standardized Tests and Assessment Records</b>	B	Review at periodic intervals.		Closed School Archives, Individual Open School Facilities, Special Education Archives (Digital, Paper)	Individual School, Records Coordinator
<b>Student Assistance Program Records</b>	B	Review at periodic intervals.		Individual Open School Facilities (Digital, Paper)	Student Services



<b>Students' Permanent Record</b> Examples: Pupil Permanent Record Card; Student Photos; Student Transcripts	A	100 years after the student's final enrollment in the facility.		Closed School Archives, Individual Open School Facilities, Special Education Archives (Digital, Paper)	Records Coordinator
<b>Summer School Records</b> Examples: Summer School Application; Referral Form; Report	A Or B	100 years after the student's final enrollment in the facility.  Review at periodic intervals.	Generally, as long as an individual student's academic summer school grades, degrees and attendance data have been entered into the student's permanent record (to be kept for 100 years), these documents will fall into Category B and should be reviewed and purged at periodic intervals.	Closed School Archives, Individual Open School Facilities (digital, paper)	Student Services