



SECTION 520
TITLE: Student Records

NESHAMINY SCHOOL DISTRICT

Policy 520 - Student Records

I.

The Neshaminy School Board recognizes the need to protect the privacy rights of students and their parents. The Neshaminy School Board will adhere to the provisions of state and federal law pertaining to those privacy rights, including but not limited to the Family Educational Rights and Privacy Act of 1974 ("FERPA"), as amended, and its accompanying regulations; the Individuals with Disabilities Education Act ("IDEA"), as amended, and its implementing regulations; the Pennsylvania Public School Code of 1949, as amended and Chapter 12 of the regulations of the Pennsylvania State Board Education. The Director of Pupil Services is designated as the District administrator responsible for the maintenance, access and release of special education student records. The Superintendent shall be responsible for the implementation of this policy.

II. DEFINITION
OF TERMS

- A. The term "disclosure" means permitting access to or the release, transfer, or other communication of information contained in education records to any party, by any means, including oral, written or electronic means.
- B. The term "educational institution" or "educational agency or institution" means any public or private agency or institution which is the recipient of funds under any federal program referenced in applicable law. The term refers to the agency or institution recipient as a whole, including all of its component parts.
- C. The term "education records" means those records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. The terms does not include:
1. Records of instructional, supervisory, and administrative personnel and educational, personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;

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2. Records of the law enforcement unit of an educational agency or institution, subject to the provisions of 34 CRF 99.8;
3. Records relating to an individual who is employed by an educational agency or institution that:
 - a. are made and maintained in the normal course of business;
 - b. relate exclusively to the individual in his/her capacity as an employee; and
 - c. are not available for use for any other purpose; however, records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and are not excluded under this provision.
4. Records on a student who is eighteen years of age or older, or is attending an institution of post-secondary education that are:
 - a. made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional action in his or her professional capacity or assisting in a professional capacity.
 - b. made, maintained, or used in connection with the treatment
 - c. disclosed only to individuals providing the treatment (provided, that for purposes of this provision, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution).

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1	Policy 520 (Continued)	1
2	5. Records that only contain information about an individual after he or she	2
3	is no longer a student at the School District.	3
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5	D. The term "District" means the Neshaminy School District and its officers,	5
6	employees and agents, individually or collectively. The term does not	6
7	include any other public or private school or other educational agency, or	7
8	any officer, employee or agency thereof, at which District residents are	8
9	enrolled or from which District residents receive services.	9
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11	E. The term "student" means any school-age person who is attending or has	11
12	attended any school of the Neshaminy School District and with respect to	12
13	whom the Neshaminy School District maintains education records.	13
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15	F. The term "eligible student" means a student who has attained eighteen	15
16	(18) years of age, or is attending an institution of post-secondary education.	16
17	Whenever a student has attained eighteen (18) years of age or is attending	17
18	an institution of post-secondary education, the permission or consent	18
19	required of, and the right accorded to the parents of the student, shall	19
20	thereafter only be required of and accorded to the student, except that	20
21	the parent of an exceptional child or a disabled child as defined by state	21
22	and federal law or a parent who claims the student as a dependent under	22
23	the provision of the Internal Revenue Code shall have the right of access	23
24	to the student's records and information contained therein (as provided	24
25	in Section V.A.).	25
26		26
27	G. The term "parent" means a natural or lawfully adopted parent or legal	27
28	guardian of a student, or a surrogate parent appointed in accordance	28
29	with Section 300,514 of the regulations implementing Part B of the	29
30	Individuals with Disabilities Act 43 CRF 300,514, or a person acting as	30
31	a parent who is supporting a student gratis and has signed an affidavit	31
32	assuming educational responsibility for the student in accordance with	32
33	Section 1302 of the Public School Code, 24 P.S. 13-1302. The District	33
34	shall afford to any person who qualifies as a "parent" under this section	34

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all of the rights afforded to parents by this policy or by any state or federal law, unless the responsible administrator receives and has reasonable opportunity to review a lawful custody order, divorce decree, separation agreement or similar document expressly terminating the right of that person to receive or have access to the student's records. The District does not assume responsibility for the discovery or location of such documentation.

H. The term "directory information" means any of the following personally-identifiable information when, in the judgment of the responsible administrator, the release of such information would not be harmful to or constitute an invasion of privacy for the student or his or her family; the student's name, address, telephone number, date and place of birth, dates of attendance or participation in the District program, date of graduation, and similar information.

I. The term "school official with a legitimate educational interest" means
1. Any person in one of more of the following positions:
a. the Superintendent of Schools and his or her specifically authorized designees;
b. the responsible administrator and his or her specifically authorized designees;
c. the principal of any building to which the student is assigned and any other administrators employed by the District who are responsible for the administration of programs in which the student is enrolled or participating;
d. instructional staff, counselors, psychologists, social workers, educational diagnosticians, psychiatrists, program specialists, therapists, physicians, and nurses who are employed or used by

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the District and are involved in the provision of education or other services to the student;

e. attorneys or similar legal representatives of the District, when the attorneys or legal representative is providing advice to the District concerning the education or discipline of the student or where the records are relevant or thought to be relevant to the legal matter for which the attorney or legal representative is being consulted;

f. members of any District student assistance team to which the student is referred, including members who are not employed by the District;

g. special education due process hearing officers and administrative review officers designated by the Secretary of Education for the Commonwealth of Pennsylvania.

2. A school official has a legitimate educational interest in personally identifiable information when his or her access to that information is required for the effective, efficient or proper provision of education or other services to the student to whom the information pertains or with respect to required investigations, administrative or legal proceeding. The District shall maintain for public inspection and for access under Section V.A.4. of this policy a list of the names and positions of school officials who are entitled to disclosure under this paragraph.

J. The term "destruction or destroy" means the physical destruction, obliteration or permanent removal of all or any portion of the information in a student record. The transfer of information from one medium to another, and the physical destruction, obliteration or permanent removal of the original medium shall constitute destruction of that information as long as the information is not materially altered and remains accessible in accordance with Section V. of this policy. Transfer of information to a medium that

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1	Policy 520 (Continued)	1
2	does not permit reproduction of signatures or graphic information, for	2
3	example, would constitute a material alteration when signatures are	3
4	required by law or regulation or when graphic information is necessary	4
5	to understand or interpret properly the documents in question. Permanent	5
6	removal of a record from the custody, care and control of the District shall	6
7	constitute destruction of that record even if the information contained	7
8	therein is maintained by another agency or entity.	8
9		9
10	K. The term “record” means any information recorded in any way, including,	10
11	but not limited to, handwriting, print, computer media, video or audio	11
12	tape, film, microfilm, microfiche.	12
13		13
14	L. The term ‘applicable law’ shall mean all statutes and regulations applicable	14
15	to the student records that are in effect when any action is taken or is to be	15
16	taken and shall include, but not necessarily be limited to, the Family	16
17	Education Rights and Privacy Act, the Code of Federal Regulations, Title	17
18	34 Part 99 and the regulations of the Pennsylvania State Board of	18
19	Education at 22 PA Code 312.31 et.seq.	19
20		20
21	III.	
22	MANAGEMENT	
23	OF STUDENT	
24	RECORDS	
25		
26	A. <u>Collection of Information</u>	21
27	1. Prior Consent	22
28	Prior to the collection of anecdotal materials for the purpose of preparing	23
29	reports, informed consent of the parent or eligible student must be	24
30	requested, except as indicated in subparagraph a. below.	25
31		26
32	a. <u>Representational Consent</u> – Representational consent is hereby	27
33	granted to the appropriately elected school representatives and may	28
34	satisfy the principle of consent for gathering of information which	29
	does not require individual consent by the parent or eligible student	30
	under state and federal law.	31
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	b. <u>Individual Consent</u> – If individual consent by the parent of eligible	33
	student is required by state of federal law, prior to gathering such	34

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Policy 520 (Continued)

information, such consent shall be obtained in writing.

2. Notification of Rights

- a. Parents and eligible students shall be notified annually of their rights under the Family Educational Rights and Privacy Act of 1974 (“FERPA”). The notice shall include copies on where to obtain copies of the Act, the right and the procedure to file complaints for non-compliance concerns. The parent or eligible student who wishes to file a complaint with regard to compliance of this policy may do so by contacting the Superintendent. If further appeal is necessary, the parent or eligible student may contact the Family Educational Rights and Privacy Act Officer, Department of Education, Washington, D.C.20202-4605.
- b. A listing of the types, content and location of education records maintained by Neshaminy School District shall be made available annually to include the names, titles, and addresses of the school officials responsible for such records.
- c. The annual notification shall be accomplished by publication in the local newspaper and cable public access channel.

B. Use of Information

- 1. The school staff shall handle records with respect to the individual’s privacy and security.
- 2. School officials with legitimate educational interest in information contained in education records may have access to this information. Prior to sharing this information with other staff members, the parent or eligible student must provide written consent.

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Policy 520 (Continued)

3. A school plan for exchange of information is essential for the effective functioning of attendance, counseling, health, psychological or other support services. Principals, administrators and supervisors of all support services is responsible for managing appropriate information.
4. Information maintained in the student's confidential files must not be shared with another agency without the written consent of the parent or eligible student.
5. No information shall be given in response to a telephone call without positive identification of the person calling as one who has a right to such information under this policy. If there is reasonable doubt as to the validity of the request or the identification of the caller, the person receiving the call shall insist on a written request.
6. When written consent of the parent or eligible student is required, it is the responsibility of the agency or the individual requesting information to obtain the consent of the parent or eligible student
7. If educational records are sought by a judicial order or a lawfully issued subpoena, the parent or eligible student shall be notified in advance of the release of information by phone, if possible, followed by a form letter from the Record Clerk.
8. The parent or eligible student may request in writing that pupil records be kept for later use to be released at their request.

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IV. TYPES OF RECORDS

- A. Cumulative Record Folder: A cumulative record folder (CRF) for each student shall be maintained by the student's school of record. Information maintained there may contain but will not be limited to the following:

1	Policy 520 (Continued)	1
2	1. Permanent Record Card	2
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4	a. Directory information	4
5	b. End-of-year grade average	5
6	c. Annual attendance record	6
7	d. Entry/withdrawal/transfer information	7
8	e. Basic health data	8
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10	2. Test Record Card	10
11		11
12	a. Achievement Test results	12
13	b. Aptitude Test results	13
14	c. Educational Diagnostics Test results	14
15		15
16	3. Current test summary pages for elementary:	16
17		17
18	a. Reading	18
19	b. Mathematics	19
20		20
21	4. Current Individual Education Plan (IEP) (when applicable)	21
22		22
23	5. Transcripts (secondary)	23
24		24
25	6. Copy of letters to parents from principal recommending retention	25
26	or developmental kindergarten placement (when applicable).	26
27		27
28	7. Disciplinary correspondence (when applicable) to be destroyed at	28
29	end of each school year.	29
30		30
31	8. Other data specific to welfare of the child such as, but not limited to	31
32	the following:	32
33		33
34	a. Copies of court orders	34

1	Policy 520 (Continued)	1
2	b. Cautions/directives concerning special health problems, arrival/	2
3	departure arrangements, etc.	3
4		4
5	9. Any other documents that a reasonable professional would believe, in	5
6	his or her judgment, to be required for the effective, efficient or proper	6
7	provision of education or other services to the student to whom the	7
8	information pertains.	8
9		9
10	<u>B. Special Services Student Records:</u>	10
11		11
12	1. Individual student folders shall be maintained (when applicable) which	12
13	may contain but will not be limited to the following:	13
14	a. Notice of Recommended Assignments NORA's)	14
15	b. Copies of current and previous IEP's	15
16	c. Psychological and/or psychiatric reports	16
17	d. Educational reports	17
18	e. Social Worker reports	18
19	f. Child study team meeting reports	19
20	g. Referrals	20
21	h. Third party reports from hospitals, clinics, agencies and private	21
22	professionals	22
23	i. Any other document that a reasonable professional would believe,	23
24	in his or her judgment, to be required for the effective, efficient	24
25	or proper provision of education or other services to the student	25
26	to whom the information pertains.	26
27		27
28	2. Psychological, psychiatric, social worker reports, third party reports	28
29	and/or any other materials of a sensitive nature that requires	29
30	confidentiality may not be removed from the Special Education files	30
31	to another building location unless otherwise approved by the	31
32	Director of Pupil Services. If approval is given, the copying of such	32
33	material is forbidden.	33
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**V. ACCESS TO
AND RELEASE
OF STUDENT
EDUCATION
RECORDS**

Policy 520 (Continued)

C. Confidential, Personal files: It is recognized that, in some instances, professionals working in the School District may maintain personal data confidential, files, and other memory aids for their use in counseling pupils. Such records kept in the sole possession or the maker of the record and not accessible or revealed to any other person except a temporary substitute for the maker of record are not considered education records and therefore are not subject to access requirements enumerated in this policy. Upon termination of professional employment with the School District, all personal data, and files are to be destroyed or reclassified.

A. Access to Records

1. Neshaminy School District shall provide the parent or eligible student access to the educational records of the student.
2. Access rights of the parent or eligible student shall consist of the right to:
 - a. Inspect and review the content of the education records
 - b. Obtain copies of the education records at the expense of the parent or eligible student, at a cost not to exceed the actual cost to Neshaminy School District of reproducing such records. No parent or eligible student shall be refused copies if the financial obligation would prevent them from exercising their right to inspect and review the education records.
 - c. A response from Neshaminy School District to reasonable requests for explanation and interpretation of the education records.

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- d. An opportunity for a hearing to challenge the content of those records, as provided in Section VI of this policy.
- e. Inspect and review only material or documents that relate to the student in question.

3. Procedure for gaining access to records:

- a. The parent or eligible student seeking access to education records shall make a written request of the principal or of the Director of Pupil Services.
- b. Access to the education records requested shall be granted as soon as possible, but no later than 30 days after the receipt of a written request.

4. The Neshaminy School District shall maintain a current list of the names and positions of the professional employees who are authorized to have access to personally identifiable information. This list shall be available in the Office of the Director of Pupil Services.

B. Release of Records

- 1. Access to or release of education records or personally identifiable information of students (other than directory information, under the conditions set forth in Section V.B. 6) requires the written consent of the parent or eligible student, except for the following:
 - a. School officials with a legitimate educational interest.
 - b. In compliance with a judicial order provided that the records be disclosed only if the District makes a reasonable effort to notify the parent or eligible student of the order in advance of compliance.

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1	Policy 520 (Continued)	1
2	c. Officials of other schools or school systems in which the student has	2
3	enrolled.	3
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5	d. Authorized representatives of the following:	5
6	(1) the Controller General of the United States	6
7	(2) the Secretary of the Department of Education	7
8	(3) the Commissioner and the Director of the National Institute	8
9	of Education	9
10	(4) State educational authorities.	10
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12	e. The disclosures in connection with financial aid for which the student	12
13	has applied or which the student has received, when the information is	13
14	necessary for such purposes as to:	14
15	(1) determine eligibility for the aide;	15
16	(2) determine the amount of aide;	16
17	(3) determine the conditions for the aide; or	17
18	(4) enforce the terms and conditions of the aid; provided that the term	18
19	financial aid means the payment of funds provided to an individual	19
20	(or a payment in kind of tangible or intangible property to the	20
21	individual) that is conditioned on the individual's attendance at	21
22	an educational agency or institution.	22
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24	f. Accrediting organizations, in order to carry out their accrediting	24
25	functions.	25
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27	g. The disclosure is to organizations conducting studies for, or on behalf	27
28	of educational agencies and or institutions to:	28
29	(1) develop, validate, or administer predictive tests;	29
30	(2) administer student aid programs; or	30
31	(3) improve instruction, provided that the study is conducted in	31
32	a manner that does not permit personal identification of parents	32
33	and students by individuals other than representatives of the	33
34	organization and the information is destroyed and no longer	34

1	Policy 520 (Continued)	1
2	needed for the purposes for which the study was conducted.	2
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4	h. The disclosure is to parents of a dependent student, as defined in	4
5	Section 152 of the Internal Revenue Code of 1954.	5
6		6
7	i. The disclosure is information the educational agency or institution	7
8	has designated as directory information under applicable law.	8
9		9
10	j. The disclosure is to the parent of the student who is not an eligible	10
11	student or to the student.	11
12		12
13	k. To appropriate persons in connection with an emergency, if the	13
14	knowledge of such information is necessary to protect the health or	14
15	safety of a student or other persons.	15
16		16
17	2. Where the consent of the parent or eligible student is required for the	17
18	release of education record, the consent must:	18
19		19
20	a. be in writing	20
21	b. specify the education record is to be released;	21
22	c. specify the reasons for the release of education records, and	22
23	d. specify to whom release of education records is to be made.	23
24		24
25	3. A copy of the education records to be released shall be provided to the	25
26	parent or eligible student if requested in writing by the parent or eligible	26
27	student.	27
28		28
29	4. Where the parents are separated or divorced, a written parental consent	29
30	may be obtained from either parent, subject to any agreement between	30
31	such parents which have been disclosed and provided to the District.	31
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33	5. In the case of a student whose legal guardian is an institution or agency,	33
34	a party independent of the institution or agency, a party independent	34

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Policy 520 (Continued)
of the institution shall be named, pursuant to law to give required
written parental consent.

6. Release of Directory Information:

- a. Directory information may be disclosed for purposes beneficial to the student or the School District only with the approval of the Superintendent.
- b. The partner or eligible student shall be given public notice at the beginning of the school year of the right to refuse the disclosure of any and all types of directory information by giving the school written notice within twenty days of publication of the notice. (School District Calendar).

C. Record of Access

- 1. The Neshaminy School District shall maintain a record, kept with the education records of each student which will indicate all parties (other than those listed in Section V.B.I.a.) who have requested or obtained access to a student's education record and which will indicate specifically the legitimate interest that each such party had in obtaining this information.
- 2. Such record of access shall be available only to the parent or eligible student, to the school officials and their assistants who are responsible for the custody of such records, and to persons and organizations authorized to see such records.

D. Transfer of Information by Those Gaining Access to Education Records

The Neshaminy School District shall release personal information on a student only on the condition that the party to whom the information

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Policy 520 (Continued)

is being transferred will not permit any other party to have access to such information without the written consent of the parent or the eligible student.

E. Retention of records

1. Student education records that shall be maintained on microfilm for 100 years after the student turns twenty-four (24) shall include as follows:

- a. Permanent record card;
- b. Test record card;
- c. Transcript;
- d. Last IEP face sheet, if appropriate
- e. Last psychological exam face sheet, if appropriate; and
- f. Last NORA, if appropriate.

2. Student health records shall be kept for two years after the student is no longer enrolled. If applicable, copies of records shall be provided to other school districts and graduates upon request.

F. Destruction of Records:

- 1. An education record shall not be destroyed by the Neshaminy School District if there is an outstanding request to inspect and review it by the parent or eligible student.
- 2. Neshaminy School District maintains the right to destroy some records that are considered to be invalid because of age and content matter. The District will inform the parent or eligible student upon development of a policy of records management involving destruction of records and such policy will give the parent or eligible student advance notice of the date after which the records will be destroyed and the opportunity to obtain copies of records prior to the specified date.

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**VI.
AMENDMENT
OF EDUCATION
RECORDS**

Policy 520 (Continued)

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A. Request to Amend Education Records

1. The parent or an eligible student who believes that the information contained in the education records of the student is inaccurate or misleading or violated the privacy or the rights of the student may request the School District amend the records in question.
2. If the records in question are maintained at a school, the principal of the school shall attempt to settle a dispute with the parent or the eligible student regarding the contents of the student's education record through an informal meeting with the parent or eligible student.
3. If the records are not maintained at a school, the Director of Pupil Services shall attempt to settle a dispute with the parent or eligible student regarding the contents of the student's education record through an informal meeting with the parent or eligible student.

B. Right to a Hearing

1. The parent or eligible student shall have an opportunity for a hearing to challenge the content of such student's education records.
2. The purpose of a hearing shall be as follows:
 - a. to insure that the education records are not inaccurate, misleading, or otherwise in violation of the privacy or any other rights of the student;

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Policy 520 (Continued)

- b. to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and
 - c. to insert into the records a written explanation of the content of such records.
3. If the dispute cannot be settled at the level of the school principal or Director of Pupil Services, either the parent or eligible student shall have the right to a formal hearing at the office of the Superintendent.
 4. Such hearing shall be scheduled by the Superintendent within ten working days of the receipt of written request for a hearing.
 5. The parent or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted by individuals of his/her choice at his/her own expense, including expert witnesses and/or an attorney.
 6. If the matter cannot be settled in the formal hearing, the parent or eligible student shall have the right to a formal hearing with the Superintendent and or School Board.

VII. SECURITY OF RECORDS

- A. The Director of Pupil Services for the Neshaminy School District is responsible for the maintenance, access and release of records. Since principals will be responsible for the records maintained in their respective buildings, they will conduct staff training programs for their professional staff on the record policy with emphasis placed on security and confidentiality.

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BMW:ef
Approved:11/23/99
Reviewed: 10/2/03

B. Student records will be kept in locked filing cabinets at all times under the supervision of designated personnel; e.g., principals of the respective schools and/or the Director of Pupil Services.

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APPENDIX A

SECTION 520 - STUDENT RECORDS

SAMPLE FORM A -

Parent Notice of Confidentiality of Test Records

(To vary with grade and test applicable)

Date _____

Dear Parent:

In accordance with the recommendations of the professional staff, a district wide testing program designed to provide information about our students' learning strengths and weaknesses and the school curriculum is conducted. These are standardized tests of academic achievement and aptitude.

The results of these tests provide a continuing record of each child's academic progress. They are also an invaluable aid to your child's academic progress. They are also an invaluable aid to your child's teacher and counselor in diagnosing individual strengths and weaknesses in order to provide more effective individualized instruction. During the coming school year, the following tests will be administered to your child as part of this program:

<u>NAME OF TEST</u>	<u>PURPOSE</u>
Iowa Test of Basic Skills	Measurement of achievement in arithmetic, reading, language arts, and work-study skill
California Short Form Test of Academic Aptitudes	Measurement of verbal and mathematical aptitude

Your child's test results will be checked carefully and maintained in the school record as long as your child attends school in the Neshaminy School District. Should your child transfer to another school system, you will be notified of the transfer of his or her permanent record to the new school system. No individual or agency outside of the school system will be permitted to inspect your child's school record without your written permission.

Should you wish to examine your child's complete school record, you may arrange to do so by writing for an appointment with the principal. In addition, a routine report and interpretation of your child's results on the above-mentioned tests will be given to you.

Sincerely,

Superintendent

SECTION 520 - STUDENT RECORDS

SAMPLE FORM B
PARENT PERMISSION TO EVALUATE

Date _____

Student's Name _____

Name and Address of Parent/Guardian:

Dear _____:

Your child has been referred for the following reason(s):

The school district requests your consent to conduct an evaluation of your child. We must have your consent before we can begin. In the evaluation, we will review your child's educational needs and strengths (as shown by educational performance levels, assessment results, classroom observations, and information from you). Specific types of tests and procedures that will be used in the evaluation include the following:

The evaluation is proposed for the following date(s):

The school district will form a multidisciplinary team to conduct the evaluation. As parent(s), you are a member of the team. If a team meeting is held you will be invited. Information from you will be considered by the team as part of the evaluation process. If you want to send written comments, please do so. You are entitled to participate in any meetings with respect to the identification and evaluation of your child.

The multidisciplinary team must determine whether the child is a child with a disability and will prepare recommendations regarding your child's educational program, and whether your child is in need of, and is eligible for special education and related services. This information will be outlined in an Evaluation Report (ER) and will be given to the Individualized Education Program (IEP) Team. The ER is to be completed and a copy of the ER is to be presented to the parents no later than 60 school days after the agency receives written parent permission.

Revised July 13, 2001

Please read the enclosed **Procedural Safeguards Notice** that includes parent resources such as state or local advocacy organizations. If you have any questions, or if you need the services of a translator or an interpreter, please contact me.

Name

Position

Phone

DIRECTIONS FOR PARENTS: Please check the appropriate item(s), sign and return this form to the person listed below.

I give consent to start an initial evaluation as you propose.

Please contact me. I am not ready to give consent for an initial evaluation at this time and would like to arrange an informal meeting to talk about this.

I object to the proposed initial evaluation; I would like to schedule:

Pre-hearing conference

Mediation

Due Process Hearing

Parent/Guardian Signature

Date

Daytime Phone

School District Contact:

*The enclosed *Procedural Safeguards Notice* provides information on the options listed above.

SECTION 520 – STUDENT RECORDS

SAMPLE FORM C

Neshaminy School District

2001 Old Lincoln Highway • Langhorne, Pennsylvania 19047-3295

RECORD OF ACCESS TO STUDENT RECORD

RECORD LOG

NAME OF PUPIL _____

Record Examined by/sent to	Date	Purpose



Mr. P. Howard Wilson
Superintendent

SAMPLE FORM D
RECORDS REQUEST/RELEASE
TO OR FROM OUTSIDE AGENCY

Name of Student: _____

DOB: _____

I, _____ hereby authorize the Neshaminy School District,
(Name of Student or Guardian)
through the Pupil Services Department, to obtain from/release to, and communicate with
_____ regarding information from my records, including only
those items specifically checked below.

- | | |
|---|--|
| <input type="checkbox"/> Psychological Evaluation | <input type="checkbox"/> School reports, academic records |
| <input type="checkbox"/> Psychiatric Evaluation | <input type="checkbox"/> Standardized Test Data, Anecdotal |
| <input type="checkbox"/> Social Work Reports | <input type="checkbox"/> Behavioral Information |
| <input type="checkbox"/> Neurological Evaluation | <input type="checkbox"/> Treatment/aftercare plan |
| <input type="checkbox"/> Medical History/Evaluation | <input type="checkbox"/> Other |
| <input type="checkbox"/> Discharge Summary | |

for the purpose of _____. This consent will begin the date of authorization and will expire one year later, or unless revoked by me in the interim. I, the undersigned, hereby acknowledge that I have read this authorization prior to its execution and fully understand the nature of this release. All information released will be handled confidentially in compliance with the Federal Privacy Act (PL92-282) and the Pennsylvania Mental Health Procedures Act.

Signature of Parent/Guardian

Signature of Student

Signature of Witness

Date of Authorization

Copy given to _____

This information is from records whose confidentiality is protected by Federal Law. Federal regulations prohibit making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations (42 CFR Part 2). A general authorization for the release of medical or other information is not sufficient.

HW/dh
PSS164/97Revised

SECTION 520 – STUDENT RECORDS

SAMPLE FORM E

PARENTS NOTICE OF REQUEST FOR STUDENT RECORDS
FROM COUNTY AGENCY

Student's Name _____ DOB _____ DATE _____

Dear _____,
(Parent's Name)

On _____, the School District received a request issued by _____,
(date) (court/agency)

ordering that a copy of all school records pertaining to your child be sent to it.

On _____, the school district complied with that judicial order.
(date sent)

Sincerely,

Supervisor of Pupil Services or
Guidance Counselor

SECTION 520 – STUDENT RECORDS

SAMPLE FORM F

PARENT RECEIVED REPORTS
AND RELEASES NESHAMINY SCHOOL DISTRICT OF
RESPONSIBILITY FOR CONFIDENTIALITY OF SAME

Date: _____

On this date, I have received a copy of specialized reports included in my child's school records. Accordingly, I relieve the Neshaminy School District, and its personnel responsible for the security of school records, of all responsibility for the confidentiality of those records.

Pupil's Name (Print)

Parent/Guardian Signature

SECTION 520 – STUDENT RECORDS

SAMPLE FORM G
REQUEST FOR PERMISSION TO RELEASE PERMANENT
SCHOOL RECORD TO THIRD PARTY WHEN REQUEST IS NOT
ACCOMPANIED BY RELEASE OR JUDICIAL ORDER

Date _____

Dear Parent,

We have received a request from _____
(Name of Requesting Individual, Agency, etc)
for a copy of/access to _____ school record.
(Name of Student)

Please indicate in the space below which records you are willing for us to send, or whether you do not want records sent.

Thank you.

Sincerely,

Guidance Counselor

- _____ Official Transcript (name, address, birthdate, grade level completed, grades and credits, class standing, attendance record)
- _____ Standardized Achievement Test Scores
- _____ Intelligence and Aptitude Test Scores
- _____ Teacher, Counselor, and Principal Observations and Ratings
- _____ Record of Extracurricular activities and awards
- _____ Family background information
- _____ Health Information
- _____ Reports of Psychological Evaluations
- _____ Social Work Reports
- _____ Reports of Consulting Psychiatrist
- _____ Specialized Medical Reports
- _____ Other _____
- _____ Do not send any records

Parent's Signature/Emancipated Student

Date

SECTION 520 – STUDENT RECORDS

SAMPLE FORM H

RECORD OF COMPLIANCE

Record of Parent Reviewer of Records

I _____ reviewed in the presence of
(Parent or Guardian)

_____ the school records of
(School Person)

_____ on _____
(Student) (Date)

These consist of _____

Witnessed by:

(Signature of Personnel)

(Signature of Parent/Guardian)

Approved: 11/13/73
Revised: 9/23/75
Revised: 6/27/78

SECTION 520 - STUDENT RECORDS

APPENDIX B

ACT 287

Approved by Governor Shapp on December 6, 1972

Section 1319: Confidentiality of Student Communications

No guidance counselor, school nurse, or school psychologist in the public school or in private or parochial schools or other educational institutions providing elementary or secondary education, including any clerical worker of such schools and institutions, who, while in the course of his professional duties for a guidance counselor, school nurse or school psychologist, has acquired information from a student in confidence shall be compelled or allowed without the consent of the student, if the student is eighteen (18) years of age or over, or, if the student is under the age of eighteen (18), without the consent of his or her parent or legal guardian, to disclose that information in any legal proceeding, civil or criminal, trial, investigation before any grand, traverse or petit jury, or any officer thereof, or before any commission, department or bureau of this commonwealth, or municipal body, officer or committee thereof. Notwithstanding the confidentiality provision of this section, no such person shall be excused or prevented from complying with the act of August 14, 1967 (P.L. 239), entitled "An act relating to gross physical neglect of, or injury to, children under eighteen years of age; requiring reports in such cases by examining physicians or heads of institutions to county public welfare agencies; imposing powers and duties on county public child welfare agencies based on such reports; and providing penalties.."