

West Shore School District Student Records Plan

I. **Definitions:** The following terms used in this plan are defined as follows:

- **Adult Student** means a student who has attained eighteen years of age, is married, or is attending an institution of post-secondary education. Even when an individual attains the status of “adult student” the parent retains parental rights until such time as the student is no longer dependent or reaches an age of 21.
- **Confidentiality of Student Communications** concerns the oral communication of information of a sensitive or confidential nature by a student to a member of the school staff. Such information is not considered an educational record for purposes of this policy or within the provisions of federal law governing student records such as the Family Educational Rights and Privacy Act (FERPA). Professional ethics and certain state laws such as Act 287 of 1972 govern the management of such information.
- **Destruction** means the physical destruction or permanent removal of information or data from the education records of a student so that the information is no longer personally identifiable. (Also referred to as “Purging”)
- **Directory information** is:

Information not generally considered harmful or an invasion of privacy if disclosed. This includes, but is not limited to:

- Name, address, telephone listing and e-mail address
- Field of study
- Weight and height of athletes
- Previous school most recently attended
- Photographs
- Date and place of birth
- Participation in officially recognized activities and sports
- Dates of attendance, degree and awards
- Primary language

Directory information cannot include any student identification numbers or social security numbers

- **Disclosure** means permitting access to or the release, transfer or other communication of the educational records of a student or personally identifiable information contained therein, orally, in writing, by electronic means, or by any other means to any party.
- **Educational Institution or Educational Agency** means any public or private agency or institution which is the recipient of funds under any Federal program.

- **Educational Records** means those records which:
 - Contain information directly related to a student, and are maintained by the West Shore School District (hereinafter referred to as the District) or any party acting for the District

The term does not include:

- Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are kept in the sole possession of the maker of the record and are not revealed to anyone except a substitute.
 - For the purpose of this definition, a “substitute” means an individual who performs on a temporary basis the duties of another individual and does not refer to an individual who permanently succeeds the maker of the record in his/her position.
- **Informed Consent** is the approval by signature, of an individual (parent, guardian, and student) who has been apprised of the nature, content, and procedure of records collection, maintenance, or release by an agency.
 - **LEA** means Local Education Agency
 - **Legitimate Educational Interest** describes a purposeful education involvement with a student in which there is a direct responsibility for providing instruction or supportive services.
 - **Parent** includes both natural parents, guardians, and an individual/s acting as a parent/s of a student in the absence of a parent or guardian. The school presumes that either parent of a student has authority to inspect and review the educational records, unless the school has been provided with evidence of a legally binding instrument, state law or court order governing a divorce, separation or custody, which stipulates to the contrary.
 - **Personally Identifiable Information** is any information about an individual maintained by an agency, including: (1) information that can be used to distinguish or trace an individual’s identity such as name, social security number, date and place of birth, mother’s maiden name, or biometric records; and (2) other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.
 - **Purging** (see Destruction)
 - **Record** means information maintained in any way, including, but not limited to:
 - handwriting
 - print
 - film
 - electronic media

- video or audio tape
 - microfilm or microfiche
- **Representational Consent** is the legally elected or appointed representatives of the parents/guardians of the District. The Board of School Directors may collectively as a body, grant approval (representational consent) to such programs, processes, and procedures as are considered to be the valid legal and expected functions of a responsible educational agency. The consent decisions of the representational agency are (subject to higher authority or judicial review) binding on all students and parents/guardians whether or not they might individually have consented.
 - **Student** includes any individual with respect to whom the District maintains education records.

II. **Collection of Student Information**

Federal regulations no longer require the classification of student information collected by an educational institution. For management purposes, the District will continue to categorize student information as indicated below. The District will not permit the classification of student information to impede the right of parents/guardians to access all records other than those considered to be a staff member's personal records.

Collection of Data

Category "A" data includes educational records that constitute the minimum personal data necessary for operation of the educational system. The following are normally included:

1. Personally identifiable information
2. Attendance data
3. Academic transcript grades
4. Standardized test scores
5. K-12 photos
6. Other similar data
7. Record Access Log

Category "B" data includes verified information of clear importance, but not absolutely necessary to the school in helping the child or in protecting others. Over time, this data may diminish in importance. The following are normally included:

1. Daily Attendance Records
2. Acceptable Use Agreements
3. ESL form
4. Home Language Survey
5. Health records
6. Student Visa
7. Discipline records
8. Correspondence to parents/guardians
9. Athletic Code of Conduct

10. Academic information
11. Evaluation Reports (ER)
12. Gifted Written Reports (GWR)
13. Individualized Education Programs (IEP)
14. Gifted Individualized Education Plans (GIEP)
15. Notice of Recommended Educational Placemnts (NOREP)
16. Notice of Recommended Assignments (NORA)
17. 504 Agreements
18. Behavior plans (non-special education students)
19. Psychiatric evaluations
20. Reports/correspondence from outside agencies/professionals
21. Correspondence with county children and youth agencies
22. Custody/Affidavit/Guardianship papers
23. Student Assistance Program records
24. Individual interest inventories
25. Free/Reduced lunch applications
26. Counselor screening results (K-Bit, etc.)
27. Record Access Log
28. Registration information

Category “C” data includes potentially useful information but information that is 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. The following may be included in the category:

1. Unevaluated reports of teachers, clinicians, counselors, psychologists and/or other professional employees
2. Records relating to academic or behavioral interventions
3. Ongoing investigations and disciplinary or counseling actions
4. Peer mediation records
5. Counselor contact logs

III. Personal Records Maintained by Staff

Personal records are notes maintained by school staff that is directly involved with a student’s health, education and welfare for their own use. Such notes might include transcripts of interviews, clinical diagnoses, and other memory aids. Such data is to be considered confidential and treated as such. All such data must be destroyed when its usefulness is no longer apparent or when the student leaves the school system. Such notes cannot be shared with anyone other than a temporary substitute filling the maker’s position. They cannot be passed on to another person who is permanently employed by the District (such as a counselor to whom the student may be assigned at the next grade level) nor can they be transferred to another school entity to which the student may transfer. Under the law, professional notes are not considered educational records. Any professional note that is shared with someone other than a substitute becomes an educational record and is treated in the same manner as educational records.

IV. Maintenance of Student Records

The District will provide for the reviewing and updating of student information and will destroy such information when it is no longer educationally relevant.

A. Maintenance Procedures

1. Data, as described in Category A, will be maintained in individual building files and will be passed on to the next building in progression.
2. Data, as described in Category B, will be reviewed at the end of each level of education (elementary, middle and high school) by one or more staff identified by the building principal for the purpose of record review. Material that is no longer educationally useful shall be destroyed by shredding and/or burning under the supervision of the assigned staff member(s).
3. Data, as described in Category C, will be reviewed at the end of each year and will be destroyed if not verified and/or not needed beyond the immediate present. Category C data which continues to have educational value shall fall under the guidelines set forth for Category B in future years.
 - a. The building principal will ensure the verification of items identified as Category B and C and arrange for their destruction.
4. Parents/guardians will be notified of this procedure in the parent handbook, District calendar and District newsletter. Parents/guardians and/or adult students must be notified of the nature of the information being maintained and must be offered an opportunity for a hearing as described in Section VI.
5. For record purposes, high school students will be defined in two categories:
 - (1) graduates and (2) early school leavers.
 - a. Graduates are defined as students who complete school through the normal graduation route, graduate via IEP goals, or via accelerated graduation.
 - b. Early school leavers are those who leave school without any of the above certificates, including students that are: (1) "no-shows," (2) "drop-outs," (3) "transfers," (4) students whose records are never requested, (5) students who withdraw, and (6) students who are expelled or die.
 - c. The high school guidance secretary will keep records of graduates for four (4) years following graduation in hard copy. After four (4) years, records will be reviewed and destroyed. The only information remaining will be the transcript.
 - d. The high school guidance secretary will keep records of "early school leavers" for five (5) years following the last date of attendance. After five years, records will be reviewed and destroyed. The only information remaining will be the transcript.
 1. Student health records will be offered to parents/guardians upon graduation or when students leave the District. If records remain in

the possession of the District, they will be managed as outlined above.

- e. The records for any elementary or middle school students who terminate their attendance with the District during a school year, and whose records are not requested by another educational institution, will be retained in the building for five (5) years following the last date of attendance. At that time, the records will be destroyed. A record of the student's name, date of birth and date of destruction will be maintained at the building.
 - f. The records of any student who is placed in a residential setting or in a program operated by an intermediate unit, and whose parents or guardians continue to reside in the District, will be maintained as if the student was continuing to attend District classes.
6. Records related to the reporting of suspected child abuse will be maintained in the student health record and maintained as noted in #2 above. If a case remains open when a student is changing levels, these records should not be destroyed.
 7. Student records shall not be destroyed if there is an outstanding request to review them or a litigation hold exists.

B. Maintenance of Pupil Services Records

This section refers to records maintained by the Pupil Services Department including:

- Records of students receiving special education services
 - Records of students receiving gifted education programming
 - Records of students receiving services through a Section 504 Service Agreement
 - Records of students who were evaluated for any services noted above who did not qualify or were found to not be in need of said services
1. The District will maintain Pupil Services records in paper or digital format until the student reaches the age of twenty-eight (28).
 2. At the time of graduation or withdrawal from the District, parents/guardians will be provided notice of the District's intent to destroy records on or after the student's twenty-eighth birthday. A sample notice can be found in Appendix A. This notice will be provided by Pupil Services Department staff.
 3. At the conclusion of the evaluation process, notice will be given to the parents/guardians of students who have been evaluated and found not to qualify or be in need of some type of special service. This notice will be provided by Pupil Services Department staff.
 4. In accordance with the Individuals with Disabilities Education Act (IDEA), at twenty-one (21) years of age, the right of access to student records transfers

from the parent/guardian to the student, unless otherwise mandated by court order.

5. When students with IEPs or Section 504 Service Agreements withdraw or graduate, **ONLY original** documents in the possession of the special education teacher/clinician/case manager should be forwarded to Pupil Services. **Copies of documents and teacher files should be destroyed at the building level.** If a building is unable to destroy records, the case manager should make arrangements for their destruction by contacting the Pupil Services Department.

An appointment must be made with Pupil Services Department staff to deliver records of students who have left the District.

Annually, direction will be provided to special education staff regarding the management of records of students graduating or changing buildings from one school year to the next.

C. Record Storage

Record Storage Chart-Elementary Schools

Type of Record	Location of Record	Responsibility	Category
Attendance	Attendance office, Student database	Attendance Secretary/Principal	A
Cumulative file	Main office	Principal	A
Discipline records	Building administration file	Principal/Assistant Principal	B
Health records	Nurse's office	Nurse	B
Information on academic or behavioral intervention plans	Cumulative file	Principal	B
Mental health and/or psychiatric reports, medical records from outside agencies	Building psychological file	Counselor	C
Permission to Eval., ERs, RRs & GWRs (Duplicates)	Building psychological file	Counselor	B
Permission to Eval., ER's, RRs & GWRs (Originals)	Pupil Services	Director of Pupil Services	B
Building copy of IEPs and related documents	Building psychological file	Counselor/Secretary	
Standardized testing results	Cumulative file	Principal	A
504 plans (duplicates)	Guidance office/Main office	Counselor	C
504 plans (originals)	Pupil Services	Director of Pupil Services	B
Special education student folder (duplicates)	Classroom	Special Ed Teacher	B
Special education documents (originals)	Pupil Services	Director of Pupil Services	B
Registration paperwork <ul style="list-style-type: none"> • District Information Sheet • Custody documents/PFAs • Agency Placement letters • Residency verification • Parent's identification • Birth certificate/passport • Home Language Survey • Registration identification • Student Discipline Affidavit • Records release form • Connect Ed form 	Cumulative file	Principal	A

Record Storage Chart-Middle Schools

Type of Record	Location of Record	Responsibility	Category
Attendance	Attendance office, Student database	Attendance Secretary/Principal	A
Cumulative file	Office area	Counselor	A
Discipline records	Building administration file	Principal/Assistant Principal	B
Health records	Nurse's office	Nurse	B
Information on academic or behavioral intervention plans	Cumulative file	counselor	
Mental health and/or psychiatric reports, medical records from outside agencies	Cumulative file and Pupil Services	Counselor/Director of Pupil Services	C
Permission to Eval., ERs, RRs & GWRs (Duplicates)	Office area	Counselor	B
Permission to Eval., ERs, RRs & GWRs (Originals) - Once evaluated	Pupil Services	Director of Pupil Services	B
SAP information	Office area	Counselor/SAP facilitator	C
Standardized testing results	Cumulative file	Counselor/Secretary	A
504 plans (duplicates)	Guidance office	Counselor	C
504 plans (originals)	Pupil Services	Director of Pupil Services	B
Special education student folder (duplicates)	Classroom	Special Ed Teacher	B
Special education documents (originals)	Pupil Services	Director of Pupil Services	B
Registration paperwork <ul style="list-style-type: none"> • District Information Sheet • Custody documents/PFAs • Agency Placement letters • Residency verification • Parent's identification • Birth certificate/passport • Home Language Survey • Registration identification • Student Discipline Affidavit • Records release form • Connect Ed form 	Cumulative file	Principal	B

Record Storage Chart-High Schools

Type of Record	Location of Record	Responsibility	Category
Attendance	Attendance office, Student database	Attendance Secretary	A
Academic Contract	Guidance office	Counselor	B
Behavior Contract	Building administration file	Principal/Assistant Principal	B
Cumulative file	Guidance office	Counselor	A
Discipline records	Building administration file	Principal/Assistant Principal	B
Information on academic or behavioral intervention plans	Guidance office/Cumulative file	Counselor	A
Health records	Nurse's office	Nurse	B
Mental health and/or psychiatric reports, medical records from outside agencies	Guidance office/Cumulative file, Pupil Services	Counselor/Director of Pupil Services	C
Permission to Eval., ERs, RRs & GWRs (Duplicates)	Guidance office/Psychological file	Counselor	B
Permission to Eval., ERs, RRs & GWRs (Originals) - Once evaluated	Pupil Services	Director of Pupil Services	B
SAP information	Guidance office	Counselor/SAP Case Manager	C
Standardized Testing Results	Cumulative file	Counselor	A
504 plans (duplicates)	Guidance office	Counselor	C
504 plans (originals)	Pupil Services	Director of Pupil Services	B
Special education student folder (duplicates)	Classroom	Special Ed Teacher	B
Special education documents (originals)	Pupil Services	Director of Pupil Services	B
Withdrawal forms	Guidance office	Counselor	B
Registration paperwork <ul style="list-style-type: none"> • District Information Sheet • Custody documents/PFAs • Agency Placement letters • Residency verification • Parent's identification • Birth certificate/passport • Home Language Survey • Registration identification • Student Discipline Affidavit • Records release form • Connect Ed form 	Cumulative file	Counselor	B

D. Content of Cumulative Files

1. For transfer from elementary to middle school
 - a. Staff Access form
 - b. Standardized test information
 - c. School/parent correspondence
 - d. Registration paperwork
 - e. Proof of residency-current and past if applicable
 - f. Change of address paperwork-current and past if applicable
 - g. Report cards
 - h. Home Language Survey
 - i. Student Discipline Affidavit
 - j. Parent signature forms (various)
 - k. Permission to Receive/Disclose Information (not expired)
 - l. Custody papers/court orders
 - m. Any record of individualized intervention plan (non-special education)

2. For transfer from middle to high school
 - a. Staff Access form
 - b. Standardized test information
 - c. School/parent correspondence
 - d. Registration paperwork
 - e. Proof of residency-current and past if applicable
 - f. Change of address paperwork-current and past if applicable
 - g. Report cards
 - h. Home Language Survey
 - i. Act 26 notarized letter
 - j. Student Discipline Affidavit
 - k. Parent signature forms (various)
 - l. Permission to Receive/Disclose Information (not expired)
 - m. Custody papers/court orders
 - n. Any record of individualized intervention plan (non-special education)

NOT to be included in permanent records following graduation:

- a. Discipline reports
 - b. Health records
 - c. Absence excuses
 - d. Student Assistance information
 - e. IEPs
 - f. 504 Service Agreements
 - g. Progress Reports
 - h. All special education records
 - i. Psychological and psychiatric reports
 - j. Classroom assessments
 - k. Occupational/physical therapy reports
 - l. Agency reports
3. Not to be transferred from level to level

- a. "buff" sheets
- b. Portfolios of student work from other districts

V. Primary Rights of Parents

A. Parents/guardians or individuals acting as parents have the right to:

- Inspect and review educational records
- Seek to amend educational records
- Have some control over the disclosure of information from educational records

B. For the purposes of this plan, whenever a student has attained eighteen (18) years of age; is married; or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to the parent/guardian, shall transfer to the student.

C. The District will provide copies of records requested by parents at cost, on a per page basis, at a rate determined by the District.

VI. Procedures for Amendment of Student's Education Records

A. If a parent/guardian or an adult student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's right of privacy or other rights, he/she may ask the District in writing to amend the record. The request will be directed to the Director of Pupil Services for processing.

B. The District shall decide whether to amend the records as requested within forty-five (45) school days after the District receives the request.

C. If the District decides not to amend the record as requested, it shall inform the parent/guardian or adult student in writing of its decision and of his/her right to a hearing.

VII. Rights of Parents/Guardians or Adult Students to a Hearing

A parent/guardian or an adult student has the right to request a hearing to challenge any items contained in the student's education record. The procedure for a hearing shall be as follows:

A. A parent/guardian or adult student desiring a hearing shall send a written request to the Director of Pupil Services setting forth the specific items being challenged. The request shall also state the reason for the challenge.

B. A hearing shall be scheduled not sooner than ten (10) school days nor later than thirty (30) school days after the receipt of the request.

C. A written notification of the date, time and place of the hearing shall be sent by certified mail to the parent/guardian or adult student at least ten (10) school days prior to the date of the scheduled hearing. The notification shall state that the parent/guardian or adult student has the right to counsel, to present evidence, and to examine and cross examine the witnesses.

- D. The hearing shall be conducted before a records panel. The records panel shall consist of: (1) the Director of Pupil Services (who shall serve as chair), (2) the building principal, and (3) a staff member from the building chosen by the principal. The school solicitor may be present to serve in an advisory capacity if deemed necessary. In the case of a hearing dealing with psychological reports or health reports, a school psychologist or school nurse shall be present in an advisory capacity.
- E. Following the hearing, the records panel shall notify the parent/guardian or adult student within five (5) school days of the decision/action taken by the panel. If the decision is in favor of the parents/guardians or adult student, the item(s) in question will be expunged from the records. The parent/guardian or adult student will be notified that they have the right to place a statement in the record commenting on the challenged information or stating why there is disagreement with the District's decision, or both when the hearing decision does not favor the parent/guardian or adult student.
- F. The decision of the records panel shall be based solely upon the evidence presented at the hearing and shall include a written summary of the evidence and the reason for the decision.

VIII. Disclosure of and Access to Student Information

The District adheres to a policy of protecting students and parents/guardians from the release or access to student information by unauthorized sources.

- A. All requests for access to student records by parents/guardians or adult students shall be in writing and directed to the appropriate building principal. All such requests shall be acted upon within forty-five (45) business days after the receipt of the written request. However, if the child is a special education student, the school District must comply within thirty (30) days of the request.
 - 1. Information described in Category A shall be available for inspection and review by parents/guardians, adult students or students at a mutually agreeable time. Said review shall be conducted with the assistance of an appropriate staff member.
 - 2. Information described in Category B shall be available for inspection and review by parents/guardians and adult students at a mutually agreeable time. Students shall be granted access only upon obtaining written consent from the parent/guardian. Said review shall be conducted with the assistance of an appropriate staff member.
 - 3. Information described in Category C shall be available for inspection and review only to parents/guardians and adult students at a mutually agreeable time. The individual responsible for the information must be present to interpret it.
- B. If the education records of a student contain information on more than one student, the parent/guardian or adult student making the request may inspect and review or be informed of, only specific information that pertains to that

individual. The District may copy original documents to redact student information.

C. The District may, without consent from parents/guardians or adult students, share Personally Identifiable Information as described in Category A and Category B with the following individuals/entities:

1. School officials having a legitimate need for the information.
 - a. "School Officials" refers to administrators, teachers, resource officers and support personnel who have a legitimate educational interest and are directly responsible for the instruction or the health and safety of students while in attendance at school.
 - b. Other school officials, including teachers, within the District who have a legitimate educational interest, and desire access to a student's educational records, shall be required to sign an Access Log indicating their name, the date of access, and the purpose for seeking the information. The Access Log shall be available to parents/guardians and to the school official responsible for record maintenance as a means of auditing the operation of the system.
2. The State Secretary of Education, Comptroller General of the United States, Secretary of the United States Department of Education and/or their duly authorized staff
3. Officials of other school systems to which a student has transferred or intends to transfer
4. Judicial order or orders of administrative agencies that have the power of subpoena. Parents/guardians and/or adult students shall be notified of all such orders and of the District's compliance
5. Federal, state and local education authorities prior to conducting an audit, evaluation or enforcement of educational program
6. In connection with a student's application for, or receipt of financial aid
7. Organizations conducting studies for, or on behalf of, educational agencies for the purposes of, but not limited to, developing, validating or administering predictive tests or improving instruction. These actions must not permit the identification of students and/or parents/guardians to those beyond the organization and must be destroyed when no longer needed.
8. Accrediting organizations in order to carry out their accrediting functions
9. State and local officials in connection with serving students under the juvenile justice system

The studies and audit or evaluation components as noted above require written agreements with entities to which the student information is disclosed to ensure that Personally Identifiable Information is being used for mandated purposes and that students' privacy rights are being protected. Without consent of the student and/or parent/guardian, Personally Identifiable Information cannot be released. Information for a sample size of fewer than ten (10) students cannot be released.

The consent to release records must:

- Specify records that may be disclosed;
- State the purpose of disclosure; and
- Identify the party or class of parties to whom disclosure may be made

D. A list of authorized personnel as shown in Appendix B is to be posted in close proximity to locations where student records are located. This list should be updated as necessary, at least annually.

E. All records must include an Access Log (see Appendix C). All staff having legitimate need to view the contents of the record must sign the Access Log.

IX. Directory Information

The District will annually provide notice of its right to disclose directory information as defined in this Plan. Parents must inform the building principal or the Director of Pupil Services by October 1 annually, that they do not give consent for the District to disclose any or all information specified as directory information.

X. Right of Consent

Whenever a student is emancipated, married or attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to the parents/guardians, shall thereafter transfer to the student.

XI. Delegation of Responsibility

It shall be the responsibility of the Superintendent and/or his/her designee to administer the Student Record Policy. He/she shall direct building principals to carry out each provision of the procedures, and to hold one meeting annually to review the procedures with personnel who have access to records, including both professional and support staff. In these meetings, emphasis will be placed upon security and privacy rights of students and parents/guardians.

XII. Annual Notification of Rights

The District shall give parents/guardians or adult students still enrolled annual notice to inform them of the following:

- A. Their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and rights contained in the District Record Policy, including the procedures to inspect and review educational records.
- B. The right to file complaints concerning alleged failures of the District to comply with the requirements of FERPA.
- C. Information and procedures regarding the disclosure of educational records
Upon request, the District will assist parents/guardians and/or adult students who do not speak or read English; or who have a visual disability in accessing information in student records.

XIII. Procedures for Updating or Correcting Student Records

Updating DOES NOT mean destroying. Destruction of student records will be done at the high school level after the student graduates or leaves following guidelines specified in Section IV. Updating is defined as adding additional pertinent information to the student record.

The following guidelines intended to clarify updating a student record:

- A. Category A information may be updated or corrected.
- B. Category B information may be updated, corrected or destroyed. Correction is reserved for information that is inaccurate, misleading, or otherwise a violation of the privacy or other rights of the student and/or parent/guardian. This action is normally taken at the request of the parent/guardian or student.
- C. Both Category A and B information should be kept current. More recent Category B information may be placed in the folder to update or correct records. Older and no longer useful Category B information may be destroyed.
- D. As noted in section IV, Category C information should be reviewed at the end of every school year for destruction or change in status.

XIV. Maintaining a record of disclosure

- A. Each school shall maintain a written record of all parties (other than eligible parents/guardians, adult students or District staff with a legitimate educational interest), who have requested access or obtained access to the student's record. This record should indicate specifically: (1) the educational interest that each party has in requesting or obtaining information; (2) the name and authorization of the party/ies; (3) the date; (4) whether access was permitted or denied; and (5) identification of the District staff granting or denying access.
- B. The record of disclosure shall be available only to parents/guardians and/or adult students.
- C. The record of disclosure will be maintained as long as the record is maintained.

WEST SHORE SCHOOL DISTRICT



Jemry L. Small, Ed.D.
Superintendent of Schools

TO: Parents/Guardians of _____

FROM: West Shore School District
Pupil Services Department

SUBJECT: Destruction of Records

DATE: _____

During his or her educational career in the West Shore School District, your child was evaluated for or received some type of special services.

The District is required to maintain "Directory Information" defined as information not generally considered harmful or an invasion of privacy if disclosed. This includes, but is not limited to:

- Name, address, telephone listing and e-mail address
- Field of study
- Previous school most recently attended
- Date and place of birth
- Participation in officially recognized activities and sports
- Dates of attendance, degree and awards
- Primary language

Directory information cannot include any student identification or social security numbers.

Directory information must be maintained for at least one hundred (100) years, but the District is **NOT** required to keep paper or electronic copies of other records.

Based on interpretations of regulations contained in the Individuals with Disabilities Education Act (IDEA), the District will maintain your child's evaluation or special education records at least until he/she turns twenty-eight (28) years of age.

Your child's records will be destroyed after _____. No further notice will be provided to you regarding their destruction.

If you have questions regarding this procedure, please contact the West Shore School District, Pupil Services Department at 717.938.9577.

Appendix A

Authorized Record Access List

(Building Name) _____

Updated _____

Name	Position	Access to all files	Access to files of students in assigned classes or caseloads
Principal	Administrator	X	
Assistant Principal	Administrator	X	
Assistant Principal	Administrator	X	
Secretary 1	Building Staff	X	
Secretary 2	Building Staff	X	
Building Aide	Building Staff	X	
Counselor 1	counselor		X
Counselor 2	counselor		X
Counselor 3	counselor		X
Counselor 4	counselor		X
Psychologist	School Psychologist	X	
School Nurse	Nurse	X	
Health Care Assistant	Nurse	X	
Speech Clinician 1	Instructional Advisor		X
Speech Clinician 2	Instructional Advisor		X
Special Education IA	Instructional Advisor		X
Occupational Therapist	Occupational Therapist		X
Teacher 1	Building Staff		X
Teacher 2	Building Staff		X
Teacher 3	Building Staff		X
Teacher 4	Building Staff		X
Teacher 5	Building Staff		X
Teacher 6	Building Staff		X
Teacher 7	Building Staff		X
Teacher 8	Building Staff		X
Teacher 9	Building Staff		X
Teacher 10	Building Staff		X

Appendix B

STAFF ACCESS FORM

PUPIL'S NAME: _____

Staff Member's Name: _____ Date: _____

Purpose: _____

Staff Member's Name: _____ Date: _____

Purpose: _____

Staff Member's Name: _____ Date: _____

Purpose: _____

Staff Member's Name: _____ Date: _____

Purpose: _____

Staff Member's Name: _____ Date: _____

Purpose: _____

Staff Member's Name: _____ Date: _____

Purpose: _____

Staff Member's Name: _____ Date: _____

Purpose: _____

Staff Member's Name: _____ Date: _____

Purpose: _____

Appendix C