

SECTION: Pupils

TITLE: Student Records for
Exceptional Students

ADOPTED: August 12, 1991

REVISED: October 14, 1996

Farrell Area School District

<p>Purpose SC 1402(b), 1532, 1533</p> <p>SC 1409</p> <p>Authority Title 22 Sec 12.33 P.L. 93-380 34 CFR 99 Definition</p> <p>SC 1402 (b) Title 22 Sec. 713.(7) Title 28 Sec. 23.55</p>	<p>The educational interests of the exceptional pupil and of society require the collection, retention, and use of information about individual pupils and groups of pupils. The welfare and progress of exceptional pupils is inextricably related to the maintenance of a thorough and efficient system of public schools; the latter cannot be achieved nor assessed in the absence of appropriate information about the former.</p> <p>It is no less the interest of society to protect the right of each of its members against an unwarranted invasion of privacy. The primary purpose of pupil record keeping shall be the educational welfare and advancement of the exceptional pupil.</p> <p>The Board of Education has primary responsibility in this district for the compilation, maintenance, access to and security of student records for exceptional pupils. Only records mandated by the Commonwealth or federal government or specifically permitted by this Board may be compiled by the staff.</p> <p>Generally, data maintained includes verified information of clear importance but not absolutely necessary to the school, over a period of time, in helping the child or in protecting others.</p> <p>Specifically, data maintained includes the following information: record forms and reports.</p> <ol style="list-style-type: none"> 1. Verified reports of serious and recurrent behavior patterns. 2. Systematically gathered ratings and observations by professional school personnel. 3. Correspondence to parents, juvenile authorities or others that indicate a verified problem the student is having in school. 4. Personality test results. 5. Authorization for psychological examination. 6. Referral for psychological evaluation. 7. Psychological evaluation and follow-up reports, including IQ scores. 8. School health records. 9. School dental health records. <p style="text-align: right;">page 1 of 3</p>
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Guidelines

Policy 235

- 10 Due process and IEP records.
11. Home bound approval records.
12. School social worker report or home and school visitor report.

COLLECTION

All data shall be collected by individual consent. This consent obtained from the parent shall be **informed** consent which is given freely and in writing. When a student is an emancipated minor, as specified by law, his/her consent alone will be obtained.

MAINTENANCE

1. Records will be reviewed routinely and updated annually or more often if deemed necessary. Information no longer necessary or useful will be destroyed.
2. The data generated will be located in the Psychologist's office of the Farrell Area School District. Duplicate copies may be available in other locations, but copies will be maintained in a manner similar to the main office file.
3. Notice will be placed in the Category A records to indicate that this data exists.
4. Records will be available, at a mutually agreeable time and with proper written consent, for student and/or parent review with the assistance of a principal, supervisor or psychologist.
5. Standardized tests or assessment instrument protocols will not be available, although representational questions may be shown.
6. Material will be maintained until the student exceeds eligibility (age 21) for public education. At that time, records shall be destroyed or retained only under conditions of anonymity (for research purposes) when the student leaves school.

DISSEMINATION

1. No data will be released without written consent from the student and/or the parents, specifying records to be released and to whom.
2. Information concerning a student's record will not be released via telephone.
3. Standardised tests or assessment instrument protocols will not be released.
4. Information from a student's record may be used for research purposes by authorized personnel, if the individual student is not identified.
5. Information will be disseminated to professionals and agencies required by the parents by individual consent.
6. Records will be available for review by appointment.
7. Parents will be provided with a hard copy of student records at a cost established by the Board.

For the purpose of records access, a parent includes both natural parents, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school presumes that either parent of the student has authority to inspect and review the education records of the

student, unless the school has been provided with evidence that there is a legally binding instrument or a state law or court order governing the divorce, separation, or custody, providing to the contrary.

8. The school may, without consent of parents or students, release a student's permanent record file to:

- a. Other school officials, including teachers, within the district who have a legitimate educational interest. All school personnel desiring access to pupil records, however, should be required to sign a written form which will be kept permanently on file, indicating specifically the legitimate educational interest that they have in seeking this information. Such a file will be available to parents and to the school official responsibility for record maintenance as a means of auditing the operation of the system.
- b. Officials of other primary or secondary school systems in which the student intends to enroll, under the condition that the student's parents are notified of the transfer.
- c. In compliance with judicial order, or orders of administrative agencies where those agencies have the power of subpoena. Parents and/or students should be notified of all such orders and the schools' compliance.
- d. The school may provide anonymous data from its records for outside research purposed without consent, under conditions where the likelihood of identifying any individual because of unique characteristics is negligible.