

Pupil Record Review, Editing, Dissemination & Formatting Policy

All student records will be kept in an unabridged fashion until each student reaches the age of twenty-one (21). When a student reaches the age of 21, he/she may request his/her original record. At the age of 21, all student records will be converted from paper to electronic format and kept by the district for 100 years after the student's 21st birthday.

The final educational record for each student shall consist of, but not be limited to, the following information: name, address, telephone number, course grades, attendance record, classes attended, grade level completed, year completed, standardized assessment results, and health/immunization records. If a student has an IEP (Individualized Education Plan), the most recent IEP will be kept in the student's educational record.

Discipline information will not be kept in a student's permanent file unless the discipline information was associated with an offense related to controlled substances, weapons, financial restitution, and/or resulted in an expulsion or alternative educational placement.

Before student records are reviewed or released, the requestor shall complete a record review/release request form. The building administration and guidance officials shall have the authority to authorize or deny requests. Denied requests may be brought before the superintendent, and then to the board of education, for consideration.

Parents and guardians, of students under the age of 18, and students must submit written requests to have educational records transferred or submitted to any entity outside the Susquehanna Community School District (including other educational institutions, colleges and universities, and governments agencies).