



**SEEDS OF FAITH  
CHRISTIAN ACADEMY**

Policy No. 209  
Section: Pupils  
Title: Student Records  
Adopted: June 22, 2016  
Revised:

1. Purpose

The educational interests of students require the collection, safeguarding, and use of data and information about individual students and groups of students. While diligent in maintaining educational interests, the Board also recognizes the need to ensure student's right to privacy. SFCA will maintain those student records necessary for the educational guidance and/or welfare of orderly and efficient operation of the school. All information related to individual students will be treated in a confidential and professional manner. SFCA will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records in which they have legitimate educational interests.

2. Authority

The Board recognizes its responsibility for compilation, safeguarding, disposition, and security of student records. The Board acknowledges and shall maintain only those educational records considered as school student records.

Student records are the property of the school but will be made available in an orderly and timely manner to parents/guardians and students upon written request.

3. Definition

For the purpose of this policy, school student records shall be defined as "Student Permanent Record," "Student Temporary Record," and "Directory Information."

**Student Permanent Record** – consists of basic identifying information such as student name, parents'/guardians' name and address, student birth date and place of birth, and gender; academic information such as transcripts, grade reports, class rank, graduation date, grade level achieved, and scores on college entrance exams; honor and award records; attendance records including entry and withdrawal; participation in school activities; health and immunization reports; custodial information; and a record of the release of permanent record information. Social security numbers, student identification numbers (with authentication numbers or secret passwords/codes or personal identification numbers) will not be included in the student permanent record. This information shall be kept in the school office until the student reaches the age of 21. After that time, the records will be housed elsewhere in the school and kept for seven (7) years or after the student has graduated or withdrawn from the school. At the conclusion of that time, the records shall be destroyed.

**Student Temporary Record** – consists of information that is relevant to the education of the student but not contained in the student permanent record. Information may include scores received on formal assessments and/or achievement reports; disciplinary infractions; and any verified reports or information from non-educational persons, agencies or organizations. This information shall be kept in the school office until the student reaches the age of 21. After that time, the records will be housed elsewhere in the school and kept for seven (7) years after the student has graduated or withdrawn from the school. At the conclusion of that time, the records shall be destroyed.

**Directory Information** – consists of student's name, address, contact information, and photograph.

4. Delegation of Authority

The Administrator/Principal or designee shall be responsible for developing and implementing a procedure for the collection, maintenance and dissemination of student records in accordance with this policy.

The Administrator/Principal 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.

The Administrator/Principal shall ensure that each teacher prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

5. Guidelines

The school's procedure for compilation, retention, disclosure, and security of student records shall provide for the following:

1. The Administrator/Principal shall appoint a custodian of student records to manage the information in accordance with policy and procedures. The custodian will maintain only those student records authorized by this policy; safeguard student records from unauthorized use and disposition; maintain access to records; request student records from other schools; maintain security of student records; and transfer, destroy, or expunge records as permitted.
2. Permission of appropriate access by authorized persons and officials shall be granted when requested in writing for review or interpretation. Accessibility of records may be obtained by parents/guardians, students, school personnel who are employed by the school such as an administrator, teacher, support personnel (i.e. medical or health staff, administrative support), school director, or a person or company with whom the school has contracted to perform a special service.
3. A school official or contracted person or company must have a legitimate educational interest to review a student record in order to fulfill his or her professional responsibility. A determination of legitimacy shall be concluded by the Administrator/Principal or designee.
4. Personally identifiable information contained in a student record may be disclosed without consent when deemed exempt. Exemptions which permit disclosure without consent include situations which are necessary to protect the health and safety of the student or other individuals.
5. Upon written request, the school may disclose student records without consent of parents/guardians to officials of another school, post secondary institution, or employment agency in which an adult student seeks or intends to enroll.

6. Directory information may be released publicly without consent upon the condition that the parent or adult student be notified annually of the school's intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent (i.e. military).
7. Written request for inspection or review of student records by authorized persons or officials must be submitted to the custodian. Within five (5) calendar days of receiving the request, the Administrator/Principal will make a determination in granting the request. The inspection or review of student records will take place in the school office with supervision by the custodian or Administrator/Principal.
8. At the time of inspection and review, a parent/guardian or student granted access to the student's records has the opportunity to challenge the appropriateness and accuracy of any record directly related to the student and request an amendment. The request for an amendment must be made by the parent/guardian and heard by the Administrator/Principal. A decision regarding the requested amendment will be made within ten (10) calendar days. Appeals for denial of the amendment may be made to the Board.
9. The school will manage electronic records according to the same provisions as paper documents.