**Title: 5080 STUDENT RECORDS**

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| 24 P.S. §19-1926 | **5080 Student Records****5080.1 PERMANENT RECORDS**A permanent record is to be kept on each student. The original of this record must be kept on file in the office of the local Catholic school for all students who have attended or are currently attending the school. The permanent record shall include directory information, attendance record, academic records, standardized test scores, health records, and continuums. 1. Access to the information contained in a student’s permanent record is restricted to authorized school personnel.
2. When a pupil transfers from one school to another, a duplicate of the permanent record of items above shall be sent to the school to which the pupil is transferring. An exception to this is the health record. The original health record shall be sent to the receiving school.
3. If a student is transferring from one school to another within the Diocese, it is the responsibility of the receiving school to contact the sending school prior to registering or accepting the student if universal electronic storage is not available and/or used.
4. An adequate number of fireproof files shall be provided in each school building for the proper care of records.

**5080.2 PERMITTED CONTENT**A student’s permanent education record includes two types of information:1. Official administrative records consisting of minimal identifying data, birth date, academic work completed, level of achievement as indicated by grades and standardized achievement test scores, and attendance data;
2. Verified information of clear importance consisting of scores on standardized intelligence and aptitude tests, interest inventory results, health data, family background information, systematically gathered teacher or counselor ratings, and observations and verified reports of serious or recurrent behavior patterns.

A student’s permanent education record does not include potentially useful information which has not been verified or shown to be clearly needed beyond the immediate present. Examples include such as things as legal or clinical findings and unevaluated reports of teachers and counselors which may be necessary in ongoing investigations and disciplinary or counseling actions. **5080.3 TRANSFER OF PERMANENT RECORDS**A student’s permanent record may be transferred only to specified individuals or entities: “…officials of other primary or secondary school  systems in which the student intends to transfer,  the state superintendent or his officials and  subordinates consistent with the superintendent’s  statutory powers and responsibilities, and school  officials and teachers who specifically indicate a  legitimate educational interest.”The school responsible for transferring a student’s education record must inform parent(s)/guardian(s) of the transfer of the education record unless a parent requested the transfer or the school policy includes notice that records will be transferred to another school in which the student intends to enroll. In addition, parents may receive, upon request, a copy of the education record and also must be provided an opportunity to seek to amend the education record.Information gathered by a non-school agency, such as a social caseworker report, also is not included in the student’s record. |