

FAIRFIELD AREA SCHOOL DISTRICT

CLASSIFICATION OF STUDENT INFORMATION

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6530.1 Category A (Liberal Access) - Information contained in this category will be kept in each student's cumulative folder and shall be maintained for all elementary and secondary students and include the following:

- a. The student's name, address, telephone number, birth date, sex, date of entry, date of withdrawal, academic grades, attendance and class rank.
- b. The parents' first and last names and where they can be reached in case of emergency.
- c. The student's participation in school activities, awards, and letters of commendation.
- e. Reports from teachers on the student's academic participation.
- f. Specifically, the following records shall comprise Category A:
 - (1) Student Registration Form
 - (2) Student Permanent Record
 - (3) Pupil Transportation Record
 - (4) Scholarship Record
 - (5) Transfer Record
 - (6) Reading Progress Record
 - (7) Report of Pupil's Absence to Attendance Worker
 - (8) Request for Permission to Release Permanent School Record to Third Party
 - (9) Authorization for the Release of Information
 - (10) Pupil Accident Report
 - (11) All other records which meet the above guidelines.

6530.2 Category B (Limited Access) - Items in Category B will be filed separately from the cumulative folder, Category A, and will include the following:

- a. Verified reports of serious and recurrent behavior problems.
- b. Reports from teachers, counselors, and others regarding the student.

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CLASSIFICATION OF STUDENT INFORMATION (Contd)

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- c. Copy of referral forms about the student in regards to special services.
- d. Correspondence to parents, juvenile authorities or others that indicate a verified problem the student is having in school.
- e. A notice will be placed in the Category A folder to the effect that Category B information is available concerning the student.
- f. Specifically, the following records will be considered to comprise Category B:
 - (1) School Health Record
 - (2) School Dental Health Record
 - (3) Speech Therapy Referral Form
 - (4) Homebound Approval Form
 - (5) Suspension Notification and Report to the District Superintendent
 - (6) All other records which meet the above guidelines.

6530.3 Category C (Restricted Access) - This information shall be potentially useful information, not yet verified or clearly needed at present, and shall be kept separate from both Category A and B. This category will include:

- a. Personality Test Results.
- b. Unevaluated reports from teachers and others that could lead to disciplinary action.
- c. Clinical reports such as psychological reports and reports from outside agencies concerning the student.

d. Specifically, the following records shall comprise Category C:

- (1) Authorization for Psychological Examination
- (2) Request for Psychological Evaluation
- (3) Psychological Evaluation Follow-up Report
- (4) All other records which meet the above guidelines

6530.4 Confidential, Personal Files of Professionals in the School (school psychologist, social workers, counselors): We recognize that, in some instances, professionals working in the school may maintain personal and confidential files containing notes, transcript of interviews, clinical diagnosis, and other memory aids for their own use in counseling pupils. Any and all data that are considered to be the personal property of the professional should be guarded by the rules given above in addition to those dictated by professional ethics subject to the terms of the employment contract between the school and the professional and any special agreements made between the professional and individual parents and/or students.