



## West York Area School District

Administrative Office – 1891 Loucks Road Suite 100  
York, PA 17408  
717.792.2796

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Student Records letter, policy 216

Dear Parent(s) or Guardian:

The West York Area School District collects and maintains information about students and families for educational and research purposes. Board Policy 216, “Student Records” ([link](#)), concerning the collection, maintenance and dissemination of student records complies with the Family Educational Rights and Privacy Act of 1974 and the Pennsylvania Right to Know Law.

The Board of Education grants representative consent for the collection of routine items such as group or individual ability, achievement and aptitude tests. Individual consent, however, is required for psychological evaluations. Student folders primarily include professional reports, standardized test scores, health records and other educational data. Refer to Policy 216 for the retention period of specific educational records.

Parents may have access to student records by contacting the principal or counselor. They will assist you in reviewing the contents of your child’s cumulative record folder or the testing program.

Parental consent is required in order to release information to community agencies, state and local government agencies, physicians, etc.

Sincerely,

A handwritten signature in blue ink that reads "Todd M. Davies".

Todd M Davies  
Superintendent