

THE SCHOOL DISTRICT OF
PHILADELPHIA

No. 324

Section: 300 Employees

Title: Personnel Files

Adopted: April 27, 1981

Revised: January 25, 2024

324 PERSONNEL FILES

Purpose

The Board of Education (“Board”) recognizes its legal duty to make certain records in a personnel file available to School District of Philadelphia (“District”) employees. The purpose of this Policy is to describe what information is contained in a personnel file, who can access information contained in a personnel file and under what circumstances, and how to access that information in conformity with law.

Authority

Pennsylvania state law and federal law requires that the District contain certain information in a personnel file and that they make that information accessible in conformity with law. [1][2]

Delegation of Responsibility

The Board directs the Superintendent or their designee, through the Office of Talent, to maintain personnel files in conformity with law and to develop Administrative Procedures regarding the material to be incorporated into personnel files, who can access personnel files and under what circumstances, and how to do so.

The Office of Talent shall maintain personnel records centrally. It also shall not maintain employee medical records in a personnel file.[2][3]

The Office of Talent is the only authorized custodian determining the documents in the personnel file and shall clearly outline how an employee may access their own personnel file and request changes to the same in the Administrative Procedures to this Policy.

The Office of Talent shall specify how employees who wish to challenge the material in their personnel file may do so and describe the process in the Administrative Procedures to this Policy.

Mandatory Procedures

In conformity with law, the District shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child and shall notify parents/guardians when their child has been taught for four (4) or more consecutive weeks by a teacher who is not appropriately state certified. [4][5][6]

In conformity with law, the District shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child. The District shall annually notify parents/guardians at the beginning of the school year about their right to request such information.[5][6][7]

Legal References:

1. [43 P.S. §1321](#)
2. [42 U.S.C. §12112](#)
3. [42 U.S.C. §2000ff, et seq.](#)
4. [22 Pa. Code §403.4](#)
5. [20 U.S.C. §6311](#)
6. [Policy 304 - Employment of District Staff](#)
7. [22 Pa. Code §403.5](#)