Student Educational Records


I. Accurate and complete educational records shall be maintained for each student enrolled in Prince William County Public Schools.

II. Parents and legal guardians shall have the right to inspect and review the scholastic records of their children or legal wards. Except as otherwise provided in Regulation 790-2, “Disclosure/Access to Student Educational Records,” eligible students, as defined by federal law, shall have the exclusive right to inspect their own records.

III. The parent/guardian, or eligible student, who believes that information contained in the educational records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the records be amended by the school or department in the School Division which maintains the records. The process for requesting an amendment to a student’s educational record is provided in Part II of Regulation 790-1, “Definition and Amendment of Student Educational Records.” All parents/eligible students shall be notified annually in the “Code of Behavior” of their rights with regard to the management and disclosure of student educational records.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this policy.

This policy and any related regulations shall be reviewed at least every five years and revised as needed.


Adopted: June 23, 1999
Reviewed/Revised: December 19, 2018

PRINCE WILLIAM COUNTY SCHOOL BOARD