

## STUDENTS

Student Educational Records

The Prince William County School Board adheres to applicable state and federal laws regarding the maintenance and disclosure of student educational records, as summarized in the current edition of the Virginia Department of Education’s publication, “Guidelines for the Management of the Student’s Scholastic Record in the Public Schools of Virginia”; and Prince William County Public Schools implementing Regulations 790-1, “Definition and Amendment of Student Educational Records”; 790-2, “Disclosure/Access to Student Educational Records”; 790-3, “Release of Directory Information”; 790-4, “Management of Student Educational Records”; 790-5, “Unauthorized Access or Disclosure of Student Educational Records”; and 795-1, “Student Privacy and Parental Access to Information.”

- 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.

Legal References: Family Educational Rights and Privacy Act of 1974 (“FERPA,” 20 U.S.C. §§ 1232g, et. seq.; 34 C.F.R.; §§ 99.1 et seq.; Individuals with Disabilities Educational Improvement Act of 2004 (IDEIA), 20 U.S.C. §§ 1400, et seq.; Protection of Pupil Rights Amendments (PPRA), 20 U.S.C. § 1232h; Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. §§ 1320d-c, d-4; Virginia Public Records Act, Va. Code §§ 42.1-76 to -91; Va. Code §§ 22.1-287 et seq.; and Regulations of the Virginia Board of Education, 8 VAC 20-150–10 to 30, and Guidelines for the Management of the Student’s Scholastic Record in the Public Schools in Virginia (current edition).

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Reviewed/Revised: December 19, 2018

PRINCE WILLIAM COUNTY SCHOOL BOARD