STUDENTS

Management of Student Educational Records

Prince William County Public Schools shall manage student educational records in conference with applicable laws and regulations, including the Family Educational Rights and Privacy Act (FERPA), Protection of Pupil Rights Amendment, the Individuals with Disabilities Education Improvement Act, the Virginia Public Records Act, the Virginia Freedom of Information Act, and the “Code of Virginia.”

The School Division’s management of student educational records includes the collection, retention, security, transfer, storage, microfilming, and disposition of those records. The procedures for the maintenance of student records can be found in the Prince William County Public Schools “Guidelines for Management of Student Scholastic Records,” which is available at each school and the Records Center. Throughout the process of collection, storage, transfer, disclosure, and destruction of student educational records, Division staff members must ensure the protection of the personally identifiable information contained in those records.

I. Maintenance and Storage of Student Educational Records

   Every school principal (or designee), the Administrative Coordinator, Records and FERPA Compliance (or designee), and employees in any other department (i.e., Office of Student Management and Alternative Programs (OSMAP), Special Education) in the School Division who maintain any part of a student’s educational record shall be responsible for the content, collection, maintenance, security, use, and disclosure of student educational records.

   All student educational records shall be filed in a central location within each school, within the Records Center, or within any other department (i.e., OSMAP, Special Education) in the School Division that maintains any part of a student’s educational record, secured by an appropriate lock system, and stored in cabinets of a fire and water-resistant material.

II. Periodic Review of Student Educational Records

   The school principal (or designee(s)) shall be responsible for the periodic evaluation of that school’s student educational records and the removal of records the School Division is no longer required to maintain. This should be accomplished the last year the student is in elementary school, the first year the student is in middle/high school, and the last year the student is in high school, but may be done more frequently at the principal’s discretion.
III. Transferring Student Educational Records

Each school principal (or designee) is responsible for collecting and transferring each student’s complete educational record to the student’s next appropriate school, or to the Records Center in the event a student withdraws from the School Division. Each high school principal is responsible for forwarding to the Records Center the complete student educational record of each student who graduates from the School Division. Student educational records in transit must be sealed and provisions must be made for direct delivery from the shipping source to the receiving source. The collection and transfer of records shall be accomplished annually under appropriate security safeguards and in a timely and efficient manner.

Building Principals (or designee), the Administrative Coordinator, Records and FERPA Compliance (or designee), and the Associate Superintendent for Student Learning and Accountability (or designee) are responsible for implementing and monitoring this regulation.

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