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## **Annual Notice to Students/Parents re: Student Education Records**

### **Content of Records:**

A student education record is maintained for each student attending Henrico County Public Schools, and is kept in the school in which the student is enrolled. These records contain identifying data pertaining to the student -- name; birth date; social security number, if available; address; scholastic work completed (level of achievement and grades); standardized test scores, including, but not limited to, the Virginia Assessment Program, and the Standards of Learning tests; attendance data; school/community activities and work experience; employment evaluations of cooperative vocational programs; program of studies plan; health and physical fitness data; immunization records; type of diploma awarded; grade point average; and rank in class. These records also contain the name and address of the parent or legal custodian.

Students with special needs and certain students requiring differentiated programs and/or special services (such as special education) have records related to their educational program which are also maintained in their education record. They may include the following types of information: social histories; legal, psychological, or medical reports; records of sensitive medical problems; verified reports of serious or recurrent atypical behavior patterns; state-required reports of evaluations for exceptional education placement and services; reports from institutions and agencies such as juvenile court and social services; counselor or teacher case studies; confidential interviews and/or recommendations; reports of parent conferences and permission for evaluation, placement and release of information; vocational assessment data; eligibility committee minutes; and individualized education programs. All education record data is maintained together in a single record. Disciplinary records and reports are also a part of the education record.

### **Access to Records:**

Federal and state law, and the Virginia Department of Education guidelines control access to student records. The principal of each school is responsible for the records maintained within that school. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. In most cases, disclosure of student records without consent is limited to school officials with legitimate educational interests. A school official is a person employed by HCPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom HCPS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Both natural parents, regardless of custody status, have the right of access to all student records in the absence of a court order to the contrary. Henrico County Public Schools discloses education records without parental or student consent upon request by officials of another school division in which the student seeks or intends to enroll. There are other limited conditions under which disclosure of education records are made pursuant to federal law.

### **Reviewing, Expunging, and Destruction:**

Records are reviewed periodically to assure accuracy, currency, and completeness. The record data referred to previously is maintained for five years at the school last attended. At that time the records are purged and data which is not required for permanent retention is destroyed. The following education record data is maintained permanently on microfilm: record data disclosure form, name and address of student, birth date, name and address of parent, program of studies plan, scholastic work completed, level of achievement, grades, grade point average, rank in class, type of diploma awarded, attendance, test data (as required by state and/or local school division), certificate of immunization, social security number, and driver's education records. All other data is destroyed five years after withdrawal or graduation. Parents or eligible students have the right to be provided with copies of any of the student's education record data prior to their destruction upon written request.

**Request for Access, Release:**

Eligible persons seeking access to education records should make a written request to the principal of the school attended by the student that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Once the student has been out of school for five years the request for records must be sent to the Office of Records Management at Henrico County Public Schools Central Administrative Offices, 3820 Nine Mile Road, Henrico, VA 23223. Access will be arranged within five work days from the receipt of the request at the appropriate office. Arrangements will be made for a staff member to be present to interpret the data if necessary; otherwise, records requested are transmitted as indicated in the request.

Parents or eligible students who wish to have records released to specified individuals or organizations should request and authorize the release in writing.

**Challenge of Content:**

Parents and eligible students have the opportunity to challenge the content of the student's record to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Such challenge provides an opportunity for the correction or amendment of inaccurate, misleading, or inappropriate information therein and for the insertion of a written explanation by the parents regarding the content of the records. If a parent believes a record is inaccurate they should request amendment of the record in writing to the principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If HCPS decides not to amend the record as requested by the parent or eligible student, HCPS will notify the parent or eligible student and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Parents or students may also file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 202024605, for failure to comply with 20 U.S.C. § 1232g.

**Cost of Reproducing Records:**

Two transcripts from the education record will be sent to other educational institutions, at the request of the parents or eligible student, at no cost. There may be a nominal charge, not to exceed \$5.00 each, for additional copies of such transcripts and for any other reproduction of the records; however, records access or transfer of records will not be impeded due to any unpaid school fees.

**Directory Information:**

"Directory Information" such as student names, addresses and phone numbers will not be disseminated other than to persons or entities under contract with Henrico County Public Schools, military and college officials, law enforcement officials in the course of their duties, the Henrico Education Foundation, Communities in Schools of Henrico County, Inc., and the Henrico Vocational/Technical Education Foundation. At the discretion of the Superintendent, after consultation with the School Board attorney, directory information may also be disseminated to parents of students injured by students on school grounds or in the course of school activity. However, directory information concerning participation in athletics and other school activities, the winning of scholastic or other honors and awards, and other like information regarding students in attendance may be disseminated, including, but not limited to, certain school publications such as playbills, yearbook, graduation programs, and/or honor rolls lists. Parents or eligible students may elect not to have directory information published. To request non-disclosure, notice must be given to the school in writing within 15 working days of receiving this notice. Directory information concerning former students may be disseminated, in accordance with federal law. (20 U.S.C. § 1232g(a)(5) (A) and (B))

**Translations:**

This notice is available in the following languages: Vietnamese, Khmer, Korean, Russian, Spanish, Serbo-Croatian, Arabic, Portuguese, Nepali, and Chinese. Questions regarding translations availability can be directed to the Educational Specialist for Records at Henrico County Public Schools Central Administration Offices.

August, 2016