

P6-18-001 Student Education Records

Accurate and complete individual, permanent, and cumulative records shall be maintained for each student, grades K-12 and adult, enrolled in the public schools of Henrico County. All data maintained on an individual student shall be considered the student's official school records; such records will hereinafter be called education record(s). Parents and students shall be notified annually of the general policies and practices related to student records. Henrico County Public Schools complies with regulations outlined in the Family Educational Rights and Privacy Act, 20 USC Section 1232 and the Code of Virginia provisions regarding pupil records.

"Education records" means those records that are directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution. These include, but are not limited to, **a student's legal name and sex assigned at birth**, documentation pertinent to the educational growth and development of students as they progress through school, student disciplinary records, achievement and test data, cumulative health records, reports of assessment for eligibility for special education services, Student Education Plans, and Individualized Educational Programs. A notice of adjudication or conviction received by a Superintendent relating to an incident which did not occur on school property or during a school-sponsored activity shall not be a part of a student's education record.

The term "education record" does not include records of instructional, supervisory, administrative, and ancillary educational personnel that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

Reference: Code of Virginia, 22.1-289.

Code of Virginia, 1950, as amended, § 22.1-23.3.