

## P6-18-008 Transfer of Record Data to a Third Party

Personal information from student records shall be transferred to a third party only on the condition that such party will not permit any other party to have access to such information without the written consent of the parent/**legal guardian** or eligible student **a student who is an emancipated minor or over 18 years of age.** **When required to use or report a transgender student's legal name and sex assigned at birth in some situations, such as for purposes of standardized testing or official school transcripts, school staff and administrators will follow adopted practices administrative guidance to avoid the inadvertent disclosure of such information.** Such transfer shall be accompanied by a written statement to those to whom data are released that they cannot subsequently release said data in personally identifiable form to any other party without obtaining written consent of the parent/**legal guardian** or eligible student. If a third party permits access to information or fails to destroy information, HCPS will not permit access to information from education records to that third party for a period of at least five years.

Refer to P6-18-006, "Disclosure of Record Data," for the persons to whom student records can be disclosed and the conditions under which they can be disclosed.

**Last Revised June 2006**

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