

STUDENT RECORDS - CONFIDENTIALITY

Disclosure of Personally Identifiable Information:

The Tyler County Board of Education may disclose personally identifiable information from the education records of a student who has been or presently is in attendance within the Tyler County Schools without consent if that information has been designated as directory information. Upon request, Tyler County Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

In Tyler County Policy: JAD – Directory Information, “directory information” is defined as information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes a student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports (including photographs), weight and height of members of athletic teams, dates of attendance, degrees and awards received (including photographs), and the most recent school attended, and other similar information. Additionally, Tyler County Schools forwards education records, including electronic transcripts, to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll, without prior consent of the parents or eligible students. Names, addresses, and telephone listings of secondary students are designated as directory information for the purpose of providing the information to military recruiters unless the parents/guardians have advised the board of education that they do not want their student’s information disclosed without prior written consent. A parent or eligible student who does not want such information to be disclosed, should request in writing, prior to the beginning of the school term, that such information is to be withheld.

Additionally, the Tyler County Board of Education may disclose personally identifiable information to school officials, including teachers, within the county who have been determined to have legitimate educational interest defined as those who have direct contact with the student or with his/her educational program. School officials are defined as the individual student’s current teacher(s); trained support personnel, i.e., secretaries, aides with direct professional supervision; counselors, school administrative staff; psychologist evaluators, and central office administrative and supervisory staff. Other officials included under this section are defined in Section 17 of the WV Procedures for the Collection, Maintenance, and Disclosure of Student Data.

All other persons requesting access to student records shall require written parent permission.

REFERENCE: The Family Educational Rights and Privacy Act (FERPA); State Board Policy 4350: Procedures for the Collection, Maintenance, and Disclosure of Student Data

DATE: 2/1/16, 2/18/13, 4/12/10, 3/19/07, 9/4/01