



WEST VIRGINIA SECRETARY OF STATE

MAC WARNER

ADMINISTRATIVE LAW DIVISION

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Office of West Virginia
Secretary Of State

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE EXEMPT, INTERPRETIVE OR PROCEDURAL
RULE**

AGENCY: Education

TITLE-SERIES: 126-094

RULE TYPE: Legislative
Exempt

Amendment to Existing Rule: Yes

Repeal of existing rule: No

RULE NAME: Procedures for the Collection, Maintenance, and
Disclosure of Student Data (4350)

CITE STATUTORY AUTHORITY: W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education v. Hechler,
180 W. Va. 451, 376 S.E.2d 839 (1988); and, W. Va. Bd. of Educ. v. Bd. of
Educ., 239 W. Va. 705, 806 S.E. 2d 136 (2017)

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

June 13, 2022

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

Michele L Blatt -- By my signature, I certify that I am the person authorized to file
legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

126CSR94

**TITLE 126
PROCEDURAL RULE
BOARD OF EDUCATION**

**SERIES 94
PROCEDURES FOR THE COLLECTION, MAINTENANCE, AND DISCLOSURE OF STUDENT DATA (4350)**

§126-94-1. General.

1.1. Scope. -- This procedural rule sets forth the requirements for the collection, maintenance, and disclosure of student data in West Virginia public schools.

1.1.a. County/Counties. For purposes of this rule, county includes county boards of education, schools and facilities under the supervision of the West Virginia Board of Education (WVBE), and charter public schools.

1.2. Authority. -- W. Va. Constitution, Article XII, §2; W. Va. Code §18-2-5; Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99); Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §1400); Every Student Succeeds Act (20 U.S.C. §6301, et seq.); National Defense Authorization Act for the Fiscal Year 2002 (Public Law 107-107); and their respective regulations.

1.3. Filing Date. -- May 12, 2022.

1.4. Effective Date. -- June 13, 2022.

1.5. Repeal of Former Rule. -- This procedural rule amends W. Va. 126CSR94, Policy 4350, Procedures for the Collection, Maintenance and Disclosure of Student Data (Policy 4350), filed September 8, 2016, and effective October 11, 2016.

§126-94-2. Purpose.

2.1. The WVBE is committed to protecting the privacy of student data while also ensuring the availability of high-quality information about West Virginia's public schools to guide and inform local and statewide decision-making. The availability of high-quality information for decision-making is a crucial need, given the WVBE's responsibility to ensure that a thorough and efficient system of schools is being provided and to improve student, school, and school system performance and progress. The WVBE is committed to ensuring the security of education records and the privacy of student and family information across the state of West Virginia. To fulfill its commitments and meet the information needs of stakeholders, the WVBE establishes standards and procedures to guide agencies and institutions under its general supervision as staff collect and manage information about students. The purpose of these procedures is to establish standards governing the collection, maintenance, disclosure, and final disposition of education data and records and to set forth the conditions governing privacy protections and access rights for parents and students.

§126-94-43. Definitions.

3.1. As used in these procedures:

3.1.a. Attendance. Presence at an educational agency or institution, or participation in curricular, co-curricular, or extracurricular activities, including but not limited to: a) attendance in person, engaging in virtual or remote learning in accordance with county policy, and receiving homebound instruction, and b) the period during which a person is working under a work-study program.

3.1.b. Consent. 1) The parent has been fully informed of the information set out in this document in the parent's native language or other mode of communication, unless it clearly is not feasible to do so; 2) the parent understands and agrees in writing to the carrying out of the activity for which consent is sought, and the consent sets forth that activity and lists the records (if any) which will be released and to whom; and 3) the parent understands that the granting of consent is voluntary on the part of the parent.

3.1.c. County/Counties. For purposes of this rule, county includes county boards of education, schools and facilities under the supervision of the WVBE, and charter public schools.

3.1.d. Destruction. Purposeful elimination or removal of personal identifiers so that the information is no longer personally identifiable.

3.1.e. Directory information. Includes the following individual student information: student name, address, telephone number, email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, indication of graduate or non-graduate, degrees and awards received, and the most recent previous educational agency or institution attended.

3.1.f. Disciplinary action or proceeding. The investigation, adjudication, or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of the internal rules of conduct applicable to students of the agency or institution.

3.1.g. Disclosure. Permitting access or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.

3.1.h. Educational institution or educational agency or institution. Any public or private agency or institution under the general supervision of the WVBE, or charter public schools authorized pursuant to W. Va. Code §18-2-5 and §18-5G-1, et seq., or W. Va. 126CSR79, Policy 3300, Charter Public Schools.

3.1.i. Education records. Those records that are directly related to a student and are collected, maintained, or disclosed by an educational agency or institution or by a party acting for the agency or institution. The term does not include:

3.1.i.1. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other individual except a temporary substitute.

3.1.i.2. Records of the law enforcement unit of an educational agency or institution, subject to the provisions of section.

3.1.i.3. Records relating to an individual who is employed by an educational agency or

institution that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee, and are not available for use for any other purpose. However, records relating to an individual in attendance at the agency or institution who is employed as a result of the individual's status as a student are education records and are not excepted.

3.1.i.4. Records relating to an eligible student that are:

3.1.i.4.A. created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the individual's professional or assisting in a paraprofessional capacity;

3.1.i.4.B. created, maintained, or used only in connection with the provision of treatment to the student; and

3.1.i.4.C. disclosed only to individuals providing the treatment (provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice). For the purpose of this definition, treatment does not include remedial educational activities or activities that are a part of the program of instruction at the educational agency or institution.

3.1.i.5. Records of an educational agency or institution that contain only information related to a person after that person is no longer a student at the educational agency or institution (e.g., information collected by an educational agency or institution pertaining to the accomplishments of its alumni).

3.1.j. Educational Services Cooperative (ESC). Any agency, institution, or organization providing services to two or more counties pursuant to cooperative agreements established as permitted in W. Va. Code §18-5-13(q) and described in W. Va. Code §18-5-13c.

3.1.k. Eligible student. A student who has attained 18 years of age or is attending an institution of post-secondary education.

3.1.l. Exceptional student. A student having been determined to have an exceptionality in accordance with eligibility criteria under W. Va. 126CSR16, Policy 2419, Regulations for the Education of Students with Exceptionalities (Policy 2419), who receives services under an Individualized Education Program (IEP).

3.1.m. Financial Aid. A payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

3.1.n. Institution of post-secondary education. An institution that provides education to students beyond the level at which secondary education is provided, as determined under state law.

3.1.o. Parent. A parent, guardian, or other responsible person acting as a parent of a student in the absence of a parent or guardian.

3.1.p. Party. An individual, agency, institution, or organization.

3.1.q. Personally identifiable. Data or information that can be used to identify an individual person either directly or indirectly through linkages with other information including, but not limited to, a) the name of a student, the student's parent, or other family member, b) the address of the student or student's family, c) a personal identifier such as the student's social security number, or student number, d) a list of personal characteristics that would make the student's identity easily traceable, or e) other information that would make the student's identity easily traceable.

3.1.r. Record. Any information or data recorded in any medium including, but not limited to handwriting, print, video or audio recording, film, microfilm, microfiche, photographs, computer media, or any other digital file.

3.1.s. Secretary. The Secretary of the United States Department of Education (ED) or an official or employee of the ED acting for the Secretary under a delegation of authority.

3.1.t. Student. Any individual who is or has been in attendance at an educational agency or institution, and regarding whom the educational agency or institution collects, maintains, or discloses educational records.

§126-94-4. General Responsibilities.

4.1. Responsibilities of the WVBE. The WVBE has primary responsibility for defining and assuring the collection of data elements necessary for assessing the quality, efficiency, and efficacy of the state education system. Given this responsibility, the WVBE shall:

4.1.a. establish, maintain, and make publicly available policies concerning the collection, protection, maintenance, and disposition of student data, including:

4.1.a.1. policies protecting student privacy and outlining parent and student rights of access and control;

4.1.a.2. policies setting guidelines for the destruction, archiving, or other final disposition of student data after an appropriate period of time following the student's graduation or other permanent cessation of enrollment in West Virginia public schools;

4.1.b. monitor compliance with state and federal laws and policies concerning student data privacy and related individual or familial rights;

4.1.c. periodically review elements within the data system to ensure their continued (individual and collective) relevance and comprehensiveness for assessing the quality, efficiency, and efficacy of the state education system and its various programs; and

4.1.d. serve as an advocate for high-quality, timely, accurate, and secure data collection and use.

4.2. Responsibilities of the West Virginia Department of Education (WVDE). The WVDE has a primary leadership role in defining data elements; developing frameworks and procedures for efficient data collection and reporting; monitoring and advising counties in the collection and maintenance of education data; and assuring the WVBE, the West Virginia Governor, the West Virginia Legislature, and the public that education data in the state are accurate, useful, and secure. It is the further responsibility of the

WVDE to:

4.2.a. establish, maintain, and make publicly available standards, procedures, and guidance concerning the collection, protection, maintenance, and disposition of student data, including:

4.2.a.1. standards and best practices for quality, accuracy, utility, and security in education data collection and reporting;

4.2.a.2. guidance, plans, and procedures for protecting student data and complying with all relevant state and federal privacy laws and policies, including, but not limited to, FERPA; and

4.2.a.3. procedures and best practices for the destruction, archiving, or other final disposition of student data after an appropriate period of time following the student's graduation or other permanent cessation of enrollment in West Virginia public schools;

4.2.b. maintain, update, and make publicly available the inventory and dictionary of individual student data elements in the student data system, complete with definitions and reasons for inclusion, including, but not limited to, statutory requirements;

4.2.c. assist the WVBE in the review of elements within the data system to ensure their continued (individual and collective) relevance and comprehensiveness for assessing the quality, efficiency, and efficacy of the state education system and its various programs, and support the addition or exclusion of elements including:

4.2.c.1. releasing for public review reasons for excluding any currently- or historically-collected data elements from future data collections; and

4.2.c.2. releasing for public review and comment any new data elements proposed for inclusion in the student data system, including the purposes and legal authority for inclusion of the new data element;

4.2.d. manage, support, and provide technical assistance for high-quality, timely, accurate, and secure data collection and use throughout the state, including:

4.2.d.1. supporting necessary computer infrastructure for data collection, management, and security, as appropriate given their responsibilities, including:

4.2.d.1.A. providing training and technical support, as needed, to staff responsible for operating data management and reporting systems, to include West Virginia Education Information System (WVEIS) and ZoomWV.

4.2.d.2. developing, maintaining, and supporting appropriate data collection and management systems and tools for use at the local level, including, but not limited to, the WVEIS and associated tools and applications;

4.2.d.3. developing, monitoring, and supporting appropriate data collection processes and protocols to be implemented at the local level, including, but not limited to, certified data collections;

4.2.d.4. providing technical assistance and guidance to counties and schools to ensure that data submitted through WVEIS are accurate, complete, timely, and compliant with relevant laws and regulations;

4.2.d.5. providing technical assistance and guidance to Educational Services Cooperatives (ESCs), as requested, to ensure that data are accurate, complete, and compliant with relevant laws and regulations;

4.2.d.6. implementing and maintaining an appropriate reporting infrastructure for required and ad hoc reports and data requests; and

4.2.d.7. offering outreach, training, and technical assistance to WVDE staff, ESCs, counties, schools, and other entities regarding federal and state requirements respecting the privacy of education records and conditions for disclosure, as well as best practices for data security;

4.2.e. ensure compliance with applicable privacy and security policies and regulations at the state, regional, and local levels through routine monitoring;

4.2.f. ensure that appropriate data are available for different stakeholders to assess the quality, performance, and progress of students and the education system, including:

4.2.f.1. establishing, maintaining, and monitoring implementation of guidelines for granting access to data systems, including WVEIS and education data reporting tools, based on potential users' informational needs and legitimate educational interest in accessing the data; and

4.2.f.2. maintaining and publishing current and historical reports of information required for assessing and determining state, county, and school performance, progress, and accountability;

4.2.g. pursuant to W. Va. Code §18-2-5h, the Student Data Accessibility, Transparency, and Accountability Act (Student DATA Act), make information about agreements between the WVDE and other state agencies concerning access to student data available to the public, including explanations of:

4.2.g.1. the purposes and uses for such agreements; and

4.2.g.2. how parents may withdraw their consent for their child(ren)'s information to be made available to other state agencies as detailed in the agreements;

4.2.h. develop and implement a detailed plan for managing and maintaining data security within the state's data system and for responding to privacy or security incidents and breaches; and

4.2.i. report annually to the WVBE, West Virginia Governor, West Virginia Legislature, and public about the state and security of the student data system.

4.3. Responsibilities of Counties and Schools. Counties and schools bear primary responsibility for collecting, recording, and protecting student data. As front-line leaders of data collection, maintenance, and use in the state education system, it is the responsibility of counties and schools to:

4.3.a. designate a staff member within the counties to serve as the data governance point of

contact whose responsibilities will include: a) serving as the primary local expert with regard to data privacy and other data governance issues; and b) maintaining regular contact with WVDE to receive training, information, and updates to support data governance and privacy practices within the county;

4.3.b. ensure that staff are familiar with and adhere to all applicable data security and privacy policies including, but not limited to, these procedures, W. Va. 126CSR41, Policy 2460, Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet, the Student DATA Act, FERPA, relevant local policies, and other applicable regulations relating to security and acceptable use of education records and information systems. In accordance with such regulations, counties and schools will, among other activities:

4.3.b.1. ensure that student data are accessible only to authorized parties with a legitimate educational interest, provided that:

4.3.b.1.A. individuals authorized to access student data on behalf of an educational agency or institution for the purpose of data entry or editing must be older than 18 years of age and must not be currently enrolled as a student in any West Virginia pre-k through grade 12 school, including public and non-public education options;

4.3.b.1.B. all parties authorized to access student data on behalf of an educational agency or institution must have a current data access agreement on file in which they have agreed to their responsibilities with respect to protecting privacy and using data appropriately pursuant to the requirements of all applicable federal, state, and local regulations, including these procedures; and

4.3.b.1.C. nothing in this section prevents counties and schools from using appropriate mechanisms to provide parents and eligible students access to review their own or their child(ren)'s individual education records pursuant to these procedures, the Student DATA Act, FERPA, relevant local policies, and other applicable regulations;

4.3.b.2. ensure that appropriately rigorous protocols and procedures are in place to secure both electronic and physical records, including protocols for terminating access for parties who: a) no longer have a legitimate educational interest, b) disclose student data, c) use student data in inappropriate or unauthorized ways, or d) in other ways violate federal, state, and/or local regulations relating to student data access and privacy;

4.3.b.3. provide annual notification of rights, pursuant to section 7;

4.3.b.4. as required by law (sections 17 and 18), obtain consent from parents or eligible students prior to the release of information from students' education records; and

4.3.b.5. immediately respond to any data privacy or security incidents or breaches and report such incidents to the appropriate authorities, including WVDE staff responsible for data governance, for further response and investigation;

4.3.c. adhere to applicable standards and procedures for data collection and quality assurance and, to the extent possible, implement related best practices as identified by the WVDE, including:

4.3.c.1. ensuring that all required data are entered into WVEIS in a timely and efficient

manner and certified or verified in accordance with timelines established by the WVDE;

4.3.c.2. ensuring that all data entered into WVEIS are complete and accurate as of the date of entry; and

4.3.c.3. refraining from the collection or reporting of certain individual student data, as prohibited by the Student DATA Act (W. Va. Code §18-2-5h(d) and (e));

4.3.d. regularly offer and/or encourage staff participation in training, professional development, or informational sessions, including sessions offered by the WVDE, to refresh staff members' knowledge of policies and best practices concerning data collection, privacy, and security.

§126-94-5. Parent Rights.

5.1. An educational agency or institution shall give full rights to either parent unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation or custody, that specifically revokes those rights.

§126-94-6. Student Rights.

6.1. For the purpose of section 6, whenever a student has attained 18 years of age, or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parents transfer to the student.

6.2. This policy does not prevent educational agencies or institutions from giving students rights in addition to those given to parents.

6.3. If an individual is or has been in attendance at one component of an educational agency or institution, that attendance does not give the individual rights as a student in other components of the agency or institution to which the individual has applied for admission, but has never been in attendance.

§126-94-7. Annual Notification of Rights.

7.1. Each educational agency or institution shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under this policy.

7.2. The notice must inform parents or eligible students that they have the right to:

7.2.a. Inspect and review the student's education records;

7.2.b. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;

7.2.c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that section 18 authorizes disclosure without consent; and

7.2.d. File with the WVDE or the ED a complaint as described in section 29 concerning alleged failures by the educational agency or institution to comply with the requirements of this policy.

7.3. The notice must include all of the following:

7.3.a. The procedure for exercising the right to inspect and review education records;

7.3.b. The procedure for requesting amendment of records under section 13;

7.3.c. A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest;

7.3.d. Types of information designated as directory information and procedures in section 25 for refusing to allow information to be so designated; and

7.3.e. The procedure for disclosure of education records without consent to officials of another county and/or school in which the student seeks to enroll.

7.4. An educational agency or institution may provide this notice by any means that are reasonably likely to inform the parents or eligible students of their rights.

7.4.a. An educational agency or institution shall effectively notify parents or eligible students who are disabled.

7.4.b. An agency or institution of elementary or secondary education shall effectively notify parents who have a primary or home language other than English.

7.5. Parents of students with exceptionalities, and eligible students who are exceptional, shall receive notice of rights under IDEA, included in the procedural safeguards notice.

§126-94-8. Law Enforcement Units.

8.1. Law enforcement unit means any individual, office, department, division, or other component of an educational agency or institution, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by that agency or institution to:

8.1.a. enforce any local, state, or federal law, or refer to appropriate authorities a matter for enforcement of any local, state, or federal law against any individual or organization other than the agency or institution itself; or

8.1.b. maintain the physical security and safety of the agency or institution

8.2. A component of an education agency or institution does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the agency or institution, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceedings against the student.

8.3. Records of a law enforcement unit means those records, files, documents, and other materials that are:

- 8.3.a. created by a law enforcement unit;
- 8.3.b. created for a law enforcement purpose; and
- 8.3.c. maintained by the law enforcement unit.

8.4. Records of a law enforcement unit does not mean:

8.4.a. records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the educational agency or institution other than the law enforcement unit; or

8.4.b. records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.

8.5. Nothing in this policy prohibits an educational agency or institution from contacting its law enforcement unit, orally or in writing, for the purpose of asking that unit to investigate a possible violation of, or to enforce, any local, state, or federal law.

8.5.a. Education records, and personally identifiable information contained in education records, do not lose their status as education records and remain subject to this policy including the disclosure provisions of section 17 while in the possession of the law enforcement unit.

8.5.b. Disclosure by an educational agency or institution of its law enforcement unit records is neither required nor prohibited by this policy.

§126-94-9. Right to Inspect and Review Education Records.

9.1. Each educational agency or institution and its components shall permit the parent or an eligible student to inspect and review the education records of the student.

9.2. The educational agency or institution shall comply with a request for access to records within a reasonable period of time, but not more than 30 days after it has received the request.

9.3. The educational agency or institution shall respond to reasonable requests for explanations and interpretations of the records.

9.4. When a request is being made regarding records of an exceptional student:

9.4.a. the agency shall comply with section 9.2 and before any meeting regarding an IEP or any hearing relating to the identification, evaluation, or educational placement of the student, or the provision of free appropriate public education to the student;

9.4.b. the right to inspect and review education records of an exceptional student includes the right to have a representative of the parent inspect and review the records; and

9.4.c. the participating agency shall provide parents, upon request, a list of the types and

locations of education records collected, maintained, or used by the agency.

9.5. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the educational agency or institution, or its component, shall:

9.5.a. provide the parent or eligible student with a copy of the records requested; or

9.5.b. make other arrangements for the parent or eligible student to inspect and review the requested records.

9.6. The educational agency or institution, or its component, shall not destroy any education records if there is an outstanding request to inspect and review the records under this section.

9.7. While an educational agency or institution is not required to give an eligible student access to treatment records as defined in section 4.1.h.4., the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

§126-94-10. Fees.

10.1. An educational agency or institution may charge a fee for copies of educational records, which are made for the parent or eligible student, provided that the fee does not effectively prevent the parent and/or eligible student from exercising the right to inspect and review those records.

10.2. An educational agency or institution may not charge a fee to search for or retrieve the education records of a student.

§126-94-11. Limitations on Right to Inspect and Review Education Records.

11.1. If the education records of a student contain information on more than one student, the parent of the student or the eligible student may inspect and review or be informed of only the specific information about that student.

11.2. A post-secondary institution does not have to permit a student to inspect and review education records that are:

11.2.a. financial records, including any information those records contain, of the student's parents;

11.2.b. confidential letters and confidential statements of recommendation placed in the education records of the student before January 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended; and

11.2.c. confidential letters and confidential statements of recommendation placed in the student's education records after January 1, 1975, if the student has waived their right to inspect and review these letters and statements and the letters and statements are related to the student's admission to an educational institution, application for employment, or receipt of an honor or honorary recognition. Provided that a waiver is valid only if:

11.2.c.1. the educational agency or institution does not require the waiver as a condition for admission to or receipt of a service or benefit from the agency or institution; and

11.2.c.2. the waiver is made in writing and signed by the student, regardless of age.

11.2.d. If a student has waived their rights under this section, the educational institution shall:

11.2.d.1. give the student, on request, the names of the individuals who provided the letters and statements of recommendation; and

11.2.d.2. use the letters and statements of recommendation only for the purpose for which they were intended.

11.2.e. A waiver under this section may be revoked in writing with respect to any actions occurring after the revocation.

§126-94-12. Maintenance and Destruction of Education Records.

12.1. An educational agency or institution is not precluded from destroying education records, subject to the following exceptions:

12.1.a. the agency or institution may not destroy any education records if there is an outstanding request to inspect and review them under section 9;

12.1.b. explanations placed in the education record under section 14 shall be maintained as long as the record or the contested portion is maintained;

12.1.c. the record of access required under section 20 shall be maintained for as long as the education record to which it pertains is maintained; and

12.1.d. for records collected for students with exceptionalities under Policy 2419: a) the educational agency or institution shall inform parents when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the child; b) the information must be destroyed at the request of the parents; c) however, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

12.2. The following guidelines and requirements apply to the length of time and special consideration for maintaining student records:

12.2.a. directory information may be maintained in perpetuity;

12.2.b. academic grades and attendance records may be maintained in perpetuity;

12.2.c. records to verify implementation of federally funded programs and services and to demonstrate compliance with program requirements must be maintained for five years after the activity is completed;

12.2.d. other personally identifiable data which is no longer needed to provide education services may be destroyed;

12.2.e. parents and eligible students must be informed through public notice of any timelines established by the educational agency or institution for maintenance and destruction of student records; and

12.2.f. files must be maintained in a secured location. Inclusive in securing files, electronic files must be protected through the use of individual user identification and/or passwords. When user identification and/or passwords have been established, individuals are permitted to use only their designated identification and password to gain access to education records.

§126-94-13. Request to Amend Education Records.

13.1. The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request the educational agency or institution to amend the record.

13.2. The educational agency or institution shall decide whether to amend the educational records of the student in accordance with the request within a reasonable period of time after it receives the request.

13.3. If the educational agency or institution decides not to amend the record as requested, it shall inform the parent of the student or the eligible student of the refusal and of the right to a hearing under section 14.

§126-94-14. Right to a Hearing.

14.1. An educational agency or institution shall give a parent or eligible student, on request, an opportunity for a hearing to challenge the content of a student's education records on the grounds that information contained in the education records of the student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.

14.2. If, as a result of the hearing, the educational agency or institution decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the education records of the student accordingly and so inform the parents of the student or the eligible student in writing.

14.3. If, as a result of the hearing, the educational agency or institution decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting on the contested information in the record and/or stating why they disagree with the decision of the agency or institution.

14.4. Any explanation placed in the education records of the student under section 14.3 shall:

14.4.a. be maintained by the educational agency or institution as part of the education records

of the student as long as the record or contested portion thereof is maintained by the agency or institution; and

14.4.b. be disclosed if the education records of the student or the contested portion thereof is disclosed by the educational agency or institution to any party.

§126-94-15. Conduct of the Hearing.

15.1. The hearing required to be held by section 14.1 shall be conducted according to procedures that shall include at least the following elements:

15.1.a. the hearing shall be held within a reasonable period of time after the educational agency or institution has received the request;

15.1.b. the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing;

15.1.c. the hearing may be conducted by any individual, including an official of the educational agency or institution, who does not have a direct interest in the outcome of the hearing;

15.1.d. the parents of the student or the eligible students shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under section 13, and may be assisted or represented by individuals of their choice at their own expense, including an attorney;

15.1.e. the educational agency or institution shall make its decision in writing within a reasonable period of time after the conclusion of the hearing; and

15.1.f. the decision of the educational agency or institution shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reason(s) for the decision.

§126-94-16. Disclosure of Student Education Records to Certain Parties.

16.1. Any and all public reports and/or releases of student data when necessary to fulfill the requirements of state and/or federal laws, rules, and regulations will be presented in aggregate.

16.2. Student education records will never be authorized to be sold. Counties may authorize the release of limited directory information as defined in section 4.1.d for local fundraising efforts such as yearbooks, athletic programs, theater bills, and similar efforts, pursuant to the provisions of section 25.3, et seq., regarding parent and eligible student refusals.

16.3. Student education records, including personally identifiable information, will not be shared with any federal government agency. Pursuant to the requirements of section 23, limited information may be provided to offices in specific situations to comply with federal audits or evaluations of federal- or state-supported education programs, for the enforcement of or compliance with federal legal requirements which relate to these programs, or to provide for the health/safety needs of students.

16.4. The WVDE may grant research requests for educational purposes, given the following

circumstances.

16.4.a. Research is to be conducted in collaboration with WVDE with the understanding that WVDE does not provide authorization for research on behalf of individual counties.

16.4.b. Researchers must complete research proposal applications pursuant to the WVDE's defined process.

16.4.c. The WVDE Research Review Committee will review all requests and grant approval only if all four of the following criteria are satisfied:

16.4.c.1. the proposed research study meets specific criteria related to scientific merit and feasibility;

16.4.c.2. the proposed research study is research the WVDE would have otherwise conducted itself;

16.4.c.3. appropriate privacy, confidentiality, and security are ensured throughout the proposed research plan; and

16.4.c.4. all necessary legal documentation is signed and in place prior to the start of any work.

16.4.d. All researchers authorized to conduct studies on behalf of the WVDE must sign a comprehensive Data Disclosure Agreement that embodies the relevant conditions, limitations, requirements, and security considerations.

16.4.e. The Data Disclosure Agreement is a legally binding document that authorizes the researcher, as an agent of the WVDE, to conduct research on its behalf and which: a) details the researcher's responsibilities with respect to protecting the privacy of the students or staff whose information are being provided as part of the study; b) includes a signed Acknowledgement of Confidentiality Requirements for all individuals who will have access to the data provided; c) is an assurance from the researcher that they will not use, reveal, or in any other manner disclose any personally identifiable information furnished, acquired, retrieved, derived, or assembled by themselves or others for any purpose other than those purposes specified in the Research Proposal Application for the research project; and d) is an assurance that the researcher must and will comply with FERPA and these procedures.

16.4.f. The release of student data to researchers outside the agency is considered a loan of data (i.e., the recipients do not have ownership of the data).

16.4.g. Researchers are required to validate destruction of the data through the submission of the WVDE Data Destruction Assurance Form once the research is completed as part of their signed legal agreements.

16.5. Pursuant to FERPA, personally identifiable information about students may be released only to entities authorized by the WVDE, West Virginia Higher Education Policy Commission (HEPC), ESCs, counties, or schools to develop, validate, or administer predictive tests, administer student aid programs,

or improve instruction with the proper legal documentation in place, including contracts, memoranda of understanding, and statements of nondisclosure and confidentiality.

16.6. Contractors, consultants, and partnering entities will never be authorized to sell or share student information.

16.7. Contractors, consultants, and partnering entities will only be provided with student information pursuant to their specific contracts, memoranda of understanding, and statements of nondisclosure and confidentiality as determined by the purpose for which the WVDE, ESCs, counties, or schools have contracted their services.

16.8. Contracts, memoranda of understanding, and statements of nondisclosure and confidentiality must require compliance with FERPA and this policy, thereby prohibiting sale, redisclosure, or alternate use of the student information.

§126-94-17. Prior Consent for Disclosure Required.

17.1. An educational agency or institution shall obtain written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of a student, other than directory information, except as provided in section 18.

17.2. Whenever written consent is required, an educational agency or institution may presume that the parent of the student or the eligible student giving consent has the authority to do so unless the agency or institution has been provided with evidence that there is a legally binding instrument or a court order governing such matters as divorce, separation, or custody, which provides to the contrary.

17.3. The written consent required by section 17.1 must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

17.3.a. a specification of the records to be disclosed;

17.3.b. the purpose of the disclosure; and

17.3.c. the party or class of parties to whom the disclosure may be made.

17.4. If a parent or eligible student so requests, the educational agency or institution shall provide a copy of the records disclosed.

17.5. If the parent of a student who is not an eligible student so requests, the educational agency or institution shall provide the student with a copy of the records disclosed.

§126-94-18. Prior Consent for Disclosure Not Required.

18.1. An educational agency or institution may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student if the disclosure is:

18.1.a. to other school officials, including teachers, within the educational agency or institution

who have been determined by the agency or institution to have legitimate educational interest; and

18.1.b. to officials of another school or school system, or institution of post-secondary education, in which the student seeks or intends to enroll, subject to the requirements of section 22.

18.1.c. Subject to the conditions set forth in section 23, to authorized representatives of:

18.1.c.1. the Comptroller General of the United States;

18.1.c.2. the Secretary; or

18.1.c.3. state and local educational authorities.

18.1.d. In connection with financial aid for which a student has applied or which a student has received; provided, that personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purposes as:

18.1.d.1. to determine the eligibility of the student for financial aid;

18.1.d.2. to determine the amount of the financial aid;

18.1.d.3. to determine the conditions which will be imposed regarding the financial aid; and

18.1.d.4. to enforce the terms or conditions of the financial aid.

18.1.e. To state and local officials or authorities to whom this information is specifically:

18.1.e.1. allowed to be reported or disclosed pursuant to state statute adopted before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or

18.1.e.2. allowed to be reported or disclosed pursuant to state statute adopted after November 19, 1974, subject to the requirements of section 26.

18.1.f. To organizations conducting studies for, or on behalf of, educational agencies or institutions as described in section 16 for the purpose of: a) developing, validating or administering predictive tests; b) administering student aid programs; or c) improving instruction; provided, that the studies are conducted in a manner that will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted; the term organizations includes, but is not limited to federal, state, and local agencies, and independent organizations.

18.1.g. To accrediting organizations in order to carry out their accrediting functions.

18.1.h. To parents of a dependent student.

18.1.i. To comply with a judicial order or lawfully issued subpoena; provided, that the educational

agency or institution makes a reasonable effort to notify the parent of the student or the eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action; unless the disclosure is in compliance with:

18.1.i.1. a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

18.1.i.2. any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or

18.1.i.3. a judicial order or subpoena issued in a court proceeding involving child abuse and neglect or dependency matters in which the parent of the student is a party.

18.1.i.4. If the educational agency or institution initiates legal action against a parent or student and has complied with section 18.1.i, it may disclose education records that are relevant to the action to the court without a court order or subpoena.

18.1.j. To appropriate parties in health or safety emergency subject to the conditions set forth in section 24.

18.1.k. To an agency caseworker or other representative of a state or local child welfare agency who has the right to access a student's case plan when such agency or organization is legally responsible in accordance with state law for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state laws and regulations applicable to protecting the confidentiality of a student's education records.

18.1.l. The disclosure is information the educational agency or institution has designated as directory information.

18.1.m. The disclosure is to the parent of a student who is not an eligible student or to the student.

18.1.n. The disclosure is to an alleged victim of any crime of violence, as that term is defined in 18 U.S.C. §16, of the results of any disciplinary proceeding conducted by an institution of post-secondary education against the alleged perpetrator of that crime with respect to that crime.

18.2. This section does not forbid an educational agency or institution to disclose, nor does it require an educational agency or institution to disclose, personally identifiable information from the education records of a student to any parties under this section, with the exception that parents of a student who is not an eligible student and the student must have access.

18.3. For records of special education students, each participating agency shall maintain, for public inspection, a current listing of the names and positions of those employees within the agency who may access personally identifiable information.

§126-94-19. Disciplinary Information.

19.1. If a student transfers to another school in the state, the principal of the school from which the student transfers shall provide an official record of any disciplinary action taken against the student to the principal of the school to which the student transfers, (W. Va. Code §18A-5-1a) subject to requirements of section 22.

19.2. The educational agency includes in the records of a student with a disability under Policy 2419 a statement of any current or previous disciplinary action that has been taken against the student and transmits the statement to the same extent that the disciplinary information is included in, and transmitted with, the student records of non-disabled students.

19.2.a. The statement may include a description of any behavior engaged in by the student that required disciplinary action, a description of the disciplinary action taken, and any other information related to the safety of the student and other individuals involved with the student.

19.2.b. If the student transfers from one school to another, the transmission of any of the student's records must include both the student's current IEP and any statement of current or previous disciplinary action that has been taken against the student.

19.3. A public agency reporting a crime committed by a student with a disability under Policy 2419 shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports the crime, but only to the extent permitted by this policy's provisions regarding disclosure of education records.

§126-94-20. Record of Disclosure Required to be Maintained.

20.1. An educational agency or institution shall, for each request for access to and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of the student that indicates:

20.1.a. the parties who have requested or obtained personally identifiable information from the education records of the student;

20.1.b. the date access was given; and

20.1.c. the legitimate interest these parties had in requesting or obtaining the information.

20.2. If an educational agency or institution discloses information with the understanding that the party receiving the information may make further disclosures, the record of disclosure must include the names of the additional parties to which the receiving party may disclose the information on behalf of the educational agency or institution and the legitimate educational interests each of the additional parties has in requesting the information.

20.3. Section 20.1 does not apply to: a) disclosures to a parent of a student or an eligible student, b) disclosures pursuant to the written consent of a parent of a student or an eligible student when the consent is specific with respect to the party or parties to whom the disclosure is to be made, c) disclosures

to school officials, d) disclosures of directory information, or e) disclosures to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

20.4. The record of disclosures may be inspected:

20.4.a. by the parent of the student or the eligible student;

20.4.b. by the school official and their assistants who are responsible for the custody of the records; and

20.4.c. for the purpose of auditing the record keeping procedures of the educational agency or institution by the parties authorized in and under the conditions set forth in sections 18.1.a. and 18.1.c.

§126-94-21. Limitation on Redisclosure.

21.1. An educational agency or institution may disclose personally identifiable information from the education records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that:

21.1.a. the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents, but only for the purposes for which the disclosure was made.

21.1.b. an educational agency or institution may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of the educational agency or institution if the parties meet the requirements of section 18 and required records of disclosure under section 20.

21.2. Section 21.1 does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas, to disclosures of directory information, or to disclosures to a parent or student. Except for these disclosures, an educational agency or institution shall inform a party to whom disclosure is made of the requirements of this section.

21.3. If the WVDE or the ED's Student Privacy Policy Office determines that a third party improperly rediscloses personally identifiable information from education records, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.

21.4. Researchers, contractors, and other parties who violate the terms of the contracts, memoranda of understanding, and/or statements of nondisclosure and confidentiality with respect to the redisclosure or sale of student education records, including personally identifiable information, will be subject to legal action.

§126-94-22. Conditions for Disclosure to Officials of Other Schools and School Systems.

22.1. An educational agency or institution transferring the education records of a student to officials of another school, school system or institution of post-secondary education where the student seeks to enroll shall:

22.1.a. make a reasonable attempt to notify the parent of the student or the eligible student of the transfer of the records at the last known address of the parent or eligible student, unless:

22.1.a.1. the transfer of records is initiated by the parent or eligible student at the sending agency or institution, or

22.1.a.2. the agency or institution includes in its annual notice that it forwards education records on request to other agencies or institutions in which a student seeks or intends to enroll;

22.1.b. provide the parent of the student or the eligible student, upon request, a copy of the record that was transferred; and

22.1.c. provide the parent of the student or the eligible student, upon request, an opportunity for a hearing under these procedures.

22.2. If a student is enrolled in more than one school, or receives services from more than one school, the schools may disclose information from the education records of the student to each other without obtaining the written consent of the parent of the student or the eligible student; provided, that the disclosure meets the requirements of section 22.1.

§126-94-23. Disclosure to Certain Federal and State Officials for Federal Program Purposes.

23.1. The Comptroller General, Secretary, or state and local educational authorities may have access to education records in connection with the audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements which relate to these programs.

23.2. Except when written consent of the parent of a student or an eligible student has been obtained for disclosure, or when the collection of personally identifiable information is specifically authorized by federal or state law, any information collected under section 23.1 shall be protected in a manner that does not permit the personal identification of students and their parents by other than those officials, and personally identifiable data shall be destroyed when no longer needed for such audits, evaluation, or enforcement of or compliance with federal and state legal requirements.

§126-94-24. Conditions for Disclosure in Health and Safety Emergencies.

24.1. An educational agency or institution may disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

24.2. The factors to be taken into account in determining whether personally identifiable information from the education records of a student may be disclosed under this section shall include the following:

24.2.a. the seriousness of the threat to the health or safety of the student or other individuals;

24.2.b. the need for the information to respond to the emergency;

24.2.c. whether the parties to whom the information is disclosed are in a position to address the emergency; and

24.2.d. the extent to which time is of the essence in addressing the emergency.

24.3. Nothing in this policy shall prevent an educational agency or institution from:

24.3.a. including in the educational records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;

24.3.b. disclosing appropriate information maintained under section 24.3.a. to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student; or

24.3.c. disclosing appropriate information maintained under section 24.3.a. to teachers and school officials in other schools who have been determined to have legitimate educational interests in behavior of the student.

24.4. Sections 24.1 and 24.3 shall be strictly construed.

§126-94-25. Conditions for Disclosure of Directory Information.

25.1. An educational agency or institution may disclose personally identifiable information from the education records of a student who is in attendance at the institution or agency if it has given notice that information has been designated as directory information.

25.2. An educational agency or institution may disclose directory information from the educational records of an individual who is no longer in attendance at the agency or institution without following the procedures under section 25.3.

25.3. In order to designate directory information, an educational agency or institution shall give public notice of the following:

25.3.a. the categories of personally identifiable information the institution has designated as directory information;

25.3.b. the right of the parent of the student or the eligible student to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information, including the right of the parent to refuse to permit the designation of names, addresses, and telephone numbers of their children as directory information for purposes of providing the information to military recruiters as set forth in section 32; and

25.3.c. the period of time within which the parent of the student or the eligible student must inform the agency or institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student.

25.4. All county boards of education shall, at a minimum, establish that the names, addresses, and telephone numbers of secondary school students are designated as directory information for the purposes of providing the information to military recruiters as set forth in section 32. Further all county boards of education shall, at a minimum, establish that a student's name, address, grade level, date of birth, and photograph be designated and maintained as directory information for each student.

25.5. Once the county board of education establishes directory information, it shall provide access to established directory information to any person or group which makes students aware of educational, occupational, and career opportunities available in the armed services.

25.6. The county board of education may provide access to established directory information to other persons or groups as determined by board action.

§126-94-26. Juvenile Justice System.

26.1. If reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, an educational agency or institution may disclose education records under section 18.1.e.

26.2. The officials and authorities to whom the records are disclosed shall certify in writing to the educational agency or institution that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the student.

§126-94-27. Safeguards for Students with Exceptionalities, Information Collected under Policy 2419.

27.1. Each participating agency shall protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.

27.2. One official at each participating agency shall assume responsibility for ensuring the confidentiality of any personally identifiable information collected under Policy 2419 and IDEA.

27.3. All persons collecting or using personally identifiable information must receive training or instruction regarding the state's policies and procedures under this policy and Policy 2419.

27.4. Each participating agency shall maintain for public inspection, a current listing of the names and positions of those employees within the agency who may have access to personally identifiable information of identified special education students.

27.5. A complaint may be filed with the WVDE office charged with overseeing and administering special education programs if it is alleged that the confidentiality of personally identifiable information regarding a student with an exceptionality in accordance with the requirements of this policy and Policy 2419 has been violated. This is in addition to the right to file a complaint with appropriate officials at the WVDE and/or the ED, as described in section 28.

§126-94-28. Enforcement Authority.

28.1. The State Superintendent of Schools designates WVDE staff responsible for data governance activities to:

28.1.a. provide guidance and technical assistance to all educational agencies and institutions in the state to ensure understanding and compliance with applicable state and federal privacy regulations and guidance, to include this policy; the Student DATA Act; WVDE's Data Access and Management Guidance; FERPA; and other applicable regulations;

28.1.b. provide regular training to key staff at educational agencies and institutions within the state to ensure understanding of data privacy requirements and responsibilities under applicable state and federal regulations;

28.1.c. act as the primary review entity in the state to monitor and enforce privacy regulations with respect to all programs for which the WVDE has administrative responsibility, including conducting routine audits to ensure ongoing compliance with laws and regulations and state security policies and procedures as required by the Student DATA Act;

28.1.d. investigate, process, and review complaints and violations related to student data privacy under this policy and other applicable laws and regulations;

28.1.d.1. as warranted by investigations or reviews conducted in accordance with these procedures, and as deemed appropriate by the state superintendent of schools or designee, refer allegations of FERPA violations to the ED's Student Privacy Policy Office for federal review; and

28.1.e. prepare such reports and publications as may be necessary and expedient to monitor and ensure compliance with applicable laws regarding student data collection, management, maintenance, and disclosure.

28.2. WVDE staff may require educational agencies or institutions to submit reports or other evidence containing information necessary to resolve complaints of privacy violations under applicable laws and regulations.

28.3. For issues relating to compliance with federal laws and regulations, the Secretary designates:

28.3.a. the ED's Student Privacy Policy Office to provide technical assistance to ensure compliance with FERPA and applicable federal regulations and to investigate and review complaints and violation under FERPA; and

28.3.b. the ED's Office of Administrative Law Judges to act as the Review Board required under FERPA to enforce it with respect to all applicable programs as defined in the General Education Provisions Act, 20 U.S.C. §1221(c).

28.4. The ED's Student Privacy Policy Office may require an educational agency or institution to submit reports containing information necessary to resolve complaints under FERPA and applicable federal regulations.

28.4.a. Such reports may be in addition to information requested by WVDE personnel for investigating complaints at the state level.

§126-94-29. Complaint Procedure.

29.1. A parent, eligible student, or school official may file a complaint with the WVDE regarding an alleged violation under applicable privacy regulations. Complaints may be submitted via email to ZoomWV@help.k12.wv.us or mailed to WVDE Student Privacy Team, 1900 Kanawha Boulevard East, Building 6, Charleston, WV 25305-0330.

29.2. A complaint must contain specific allegations of fact giving reasonable cause to believe that a violation of applicable regulations has occurred. The complaint shall be submitted on the prescribed form and signed by the person making the complaint. Complaint forms may be found on the WVDE's website.

29.3. WVDE personnel will investigate each timely complaint to determine whether the educational agency or institution, contractor, researcher, or other party has failed to comply with applicable privacy regulations.

29.3.a. A timely complaint is defined as an allegation of a violation of applicable student data privacy regulations that is submitted to the WVDE within 180 days of the alleged violation or the date that the complainant knew or reasonably should have known of the alleged violation.

29.3.b. This time limit may be extended if the complainant shows that the complainant was prevented by circumstances beyond the complainant's control from submitting the matter within the time limit, or for other reasons considered sufficient by the WVDE staff responsible for data governance.

29.4. If a complaint does not meet the requirements of section 29.2 or 29.3, the WVDE will notify the complainant that no investigation will be initiated.

29.4.a. If appropriate, a complainant may be referred to other avenues of relief more suitable to their stated concerns, such as the citizens' conflict resolution process (W. Va. 126CSR188, Policy 7211, Conflict Resolution Process for Citizens) or the system for resolving disputes related to the implementation of state and federal special education laws and regulations (as described in Policy 2419).

29.5. If a complaint is determined to have merit, the WVDE staff will begin an investigation and shall notify the complainant and the educational agency or institution, contractor, researcher, or other party suspected to be in violation, accordingly. Notices will:

29.5.a. include the substance and key facts of the alleged violation;

29.5.b. request a response from the educational agency or institution, contractor, researcher, or other party via telephone or web-enabled conference, email, or formal letter, dependent on the severity of the allegation; and

29.5.c. insofar as possible, respect the confidentiality of the complainant.

29.6. WVDE personnel, as appropriate, will review all available evidence pertaining to the allegation, including the complaint and the response, and may request additional information or evidence from the

parties.

29.7. Following the investigation, WVDE staff will provide to the complainant and the respondent a written notification of the findings and the relevant evidence forming the basis for the findings. Telephone, email, or web-enabled conference notification may also accompany notifications to respondents, as appropriate.

29.8. If the WVDE personnel reviewing the complaint find that the educational agency or institution, contractor, researcher, or other party did not comply with applicable regulations, the notice under section 29.7 will:

29.8.a. include specific instructions that will enable the party to comply;

29.8.b. offer specific training, coaching, resources, and other technical assistance from the WVDE to support compliance;

29.8.c. provide a reasonable period of time, given all the circumstances of the situation, during which the party may work toward voluntary compliance; and

29.8.d. establish interim dates within the period of time established under section 29.8.c. for reporting and verifying progress toward voluntary compliance.

29.9. If the WVDE personnel reviewing the complaint find that the educational agency or institution, contractor, researcher, or other party has willfully disregarded or exhibited a pattern of noncompliance with FERPA or other applicable federal regulations, the WVDE may refer the issue to the ED's Student Privacy Policy Office for investigation and enforcement.

29.10. A parent or eligible student may also file a written complaint with the ED's Student Privacy Policy Office regarding an alleged violation under FERPA and applicable federal regulations. Complaint forms may be obtained online at <https://studentprivacy.ed.gov/file-a-complaint>. Completed forms should be emailed to FERPA.Complaints@ed.gov or mailed to U.S Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

29.11. A complaint must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA or applicable federal regulations has occurred.

29.12. All resultant reviews or investigations, notifications of findings, and instructions for remedying noncompliance will adhere to the standard procedures and practices of the ED's Student Privacy Policy Office, as established by FERPA.

§126-94-30. Enforcement Procedures.

30.1. If an educational agency or institution, contractor, researcher, or other party fully complies during the period of time established under section 29.8.c, WVDE staff responsible for data governance will provide a notice of compliance after reports and/or verification of voluntary compliance have been confirmed by WVDE personnel.

30.2. If an educational agency or institution, contractor, researcher, or other party does not comply

during the period of time established under section 29.8.c, the WVDE, may, in accordance with state laws and policies:

30.2.a. file a report with the WVDE Office of Accountability detailing an educational agency or institution's failure to comply with mandatory privacy regulations and recommending that the WVBE or other relevant agencies consider such failure in reviews of the agency or institution's performance;

30.2.b. include an indicator on school performance score cards designating noncompliance with privacy regulations for the year in which the violation(s) occurred and until the agency brings itself into compliance

30.2.c. seek legal action against contractors, researchers, or other parties found to be in violation of contract provisions, or nondisclosure and confidentiality agreements;

30.2.d. refer the issue to the State Superintendent of Schools for consideration of potential action against a teaching license for egregious or repeated violations; and/or

30.2.e. refer the issue to the ED's Student Privacy Policy Office, as applicable, for investigation and enforcement.

30.3. If the ED's Student Privacy Policy Office determines that an educational agency or institution has failed to comply with FERPA and/or other applicable federal regulations, failure to comply voluntarily in a timely manner may result in repercussions from the Secretary, in accordance with the General Education Provisions Act, 20 U.S.C. §1234:

30.3.a. withholding further payments under any applicable program;

30.3.b. issuance of a complaint to compel compliance through a cease and desist order; or

30.3.c. termination of eligibility to receive funding under any applicable program.

§126-94-31. Collection and Use of Student Social Security Numbers.

31.1. A social security number is personally identifiable information and, therefore, its use must comply with the provisions of this policy, FERPA, and W. Va. Code §18-2-5f.

31.1.a. No public or private elementary or secondary school shall display any student's social security number for identification purposes on class rosters or other lists provided to teachers, on student identification cards, in student directories or other listings, on public postings or listings of grades, or for any other public identification purpose unless specifically authorized or required by law.

31.1.a.1. Compliance will be required of Exemption B private, parochial, or other approved schools for county board of education approval, W. Va. Code §18-8-1(b).

31.1.b. The student social security number may be used for internal record keeping purposes or studies.

31.1.c. The student social security number or alternative number is required for enrollment or

attendance in public schools.

31.1.c.1. Pursuant to W. Va. Code §18-2-5f the county board of education must request from the parent the social security number of each child who is currently enrolled in the county.

31.1.c.2. The county must inform the parent that, if they decline to provide the student social security number, the county will assign the student an alternate nine digit number as designated by the WVBE.

31.1.d. For any student who is attending a public school and for whom a social security number has not been provided, the county shall make a request annually to the parent to furnish the social security number.

§126-94-32. Release of List of High School Students to Military Recruiters.

32.1. Pursuant to federal law, 20 U.S.C. §7908, Armed Forces Recruiter Access to Student and Student Recruiting Information, and 10 U.S.C. §503, Enlistments: Recruiting Campaigns; Compilation of Directory Information, all counties are required to provide military recruiters, upon request, with the names, addresses, and telephone numbers of secondary school students unless the parents have advised the county that they do not want their students' information disclosed without prior written consent as set forth in section 25.

32.2. Each county board of education shall provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

§126-94-33. Severability.

33.1. If any provision of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.