

T/A 126

PROCEDURAL RULE
WEST VIRGINIA BOARD OF EDUCATION
CHAPTER 18-2
SERIES 4350-94

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

1.1 Purpose - The purpose of these procedures is to set forth the conditions governing the protection of privacy of parents and students as it relates to the collection, maintenance and disclosure of education records by agencies and institutions under the general supervision of the West Virginia Board of Education.

1.2 Authority - W.Va. Code 18-2-5

1.3 Filing Date - December 27, 1982

1.4 Effective Date - December 27, 1982

Section 2. Incorporation by Reference

2.1 A copy of the Procedures is attached. Copies may be obtained in the office of the Secretary of State and from the West Virginia Department of Education, Bureau of General, Special and Professional Education.

2.2 The Procedures limit collection and disclosure of information relating to students which is individually identifiable, generally requiring consent of the parents for disclosure and collection, except when collection is a normal part of the educational program. Disclosure requires consent of the parents, except when for release of directory information or in specific circumstances. Students and parents have the right to review such information, and procedures are established to amend the records when found to be inaccurate and to challenge disclosures which are in violation of the policy.

4-27-87

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