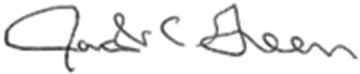




## WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

<b>ACCESS AND STORAGE OF CUMULATIVE RECORDS FOR STUDENTS IN JUVENILE EDUCATION PROGRAMS</b>	<b>Section</b>	Programs and Services
	<b>Number</b>	4.2a
	<b>Effective</b>	01-30-16
	<b>Revision</b>	03-30-16
	<b>Revision No.</b>	1
	<b>Approval:</b>	

### **1.0. PURPOSE:**

To provide a uniform procedure for access and storage of cumulative student educational records within juvenile institutional education programs.

### **2.0 APPLICABILITY:**

Procedures apply to all juvenile education programs located in state institutional facilities.

### **3.0 DEFINITIONS:**

- 3.1** "High School Equivalency Assessment" is an alternative to a high school diploma.
- 3.2** "WVEIS" refers to the statewide computer records systems for all schools, West Virginia Educational Information System.
- 3.3** "EDGAR" is the U. S. Department of Education's General Administrative Regulations.

### **4.0 PROCEDURES:**

- 4.1** The principal/lead teacher or designee will be responsible for the maintenance of all educational records for students enrolled in institutional education programs.
- 4.2** When a student is transferred from one institutional educational program to another, the exiting school will print hard copies of all WVEIS files concerning attendance, grades, transcript, and discipline before placing the student into the WVEIS unassigned pool. Records transferred within institutional education programs do not require any signed release of information. The WVSDT entering school will request by phone or fax all cumulative student records.
- 4.3** When a student is transferred to a school outside of WVSDT, a written request for records from the entering school must be received and include the name of the person requesting the records and their position BEFORE records can be released to authorized school personnel per FERPA requirements. Additionally, WVSDT staff will follow the TW drop code protocol currently in place for tracking students and sending records.
- 4.4** Each education program will post a list within the student records area of whom may access student files. Each student file will have an access sheet to be signed by any authorized personnel using the file.

- 4.5 Educational records of students exiting an institutional education program shall be archived for at least five (5) years in accordance with the U. S. Department of Education's General Administrative Regulations.
- 4.6 Educational records will be available to host agency personnel or other individuals, when appropriate, and in accordance with State Board of Education Policy 4350.

**5.0 AUTHORITY:**

- 5.1 State Board of Education Policy 1471: *Regulations for Adult Diversion and Transition Programs, Section 5, Implementation Procedures.*
- 5.2 State Board of Education Policy 4350: *Procedures for the Collection, Maintenance and Disclosure of Student Information.*