

## **SPECIAL SERVICES**

### **Student Records**

#### **Student Personal Data**

This regulation supersedes Regulation 2701.4

#### **I. PURPOSE**

To provide directions for the management and handling of student scholastic records.

#### **II. SUMMARY OF CHANGES**

- A. Updated by adding current recording media options.
- B. Changed Guidance Services to Office of School Counseling in section IV.A.1.

#### **III. STUDENT SCHOLASTIC RECORDS**

All data maintained on an individual student shall be considered official student education records and shall be referred to as the student scholastic record. The student scholastic record includes all records that are created and maintained by Fairfax County Public Schools (FCPS) in any format, including handwriting, print, audiotape, CD, DVD, videotape, film, microfilm, microfiche, and computer media including e-mail. All student scholastic records in FCPS shall be maintained in accordance with the manual *Management of Student Scholastic Records*, which is based on applicable state and federal laws and regulations.

#### **IV. RESPONSIBILITIES**

##### **A. Department of Special Services**

The Office of Student Services in the Department of Special Services shall be responsible for:

1. The design and maintenance of the manual, *Management of Student Scholastic Records*, which can be obtained through the Office of School Counseling.
2. Updating the manual as required.

**B. Principal or Program Manager Responsibility**

1. A copy of the manual shall be available for review in each principal's office or school and in each cluster office.
2. The principal or program manager shall ensure that the manual's specific procedures are followed in maintaining student scholastic records, whether creating or amending them. This responsibility encompasses the content and types of records, access and disclosure, and maintenance and storage.
3. The principal or program manager shall be responsible for maintaining the manual when additions and/or changes are issued. The principal or program manager shall also be responsible for informing staff members of these changes, as appropriate.

See also the current version of:

Policy 2701, Student Personal Data  
Policy 2730, Confidentiality of Student Information