SPECIAL SERVICES
Student Records
Confidentiality of Student Information

This policy supersedes Policy 2730.1.

I. PURPOSE

To ensure that information about individual students is maintained appropriately in a confidential manner in order to protect student privacy.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

Removed reference to Regulation 2108 and added Regulation 2104 and Regulation 2701.

III. POLICY OF CONFIDENTIALITY

All employees and volunteers shall be expected to maintain personally identifiable student information, whether oral, written, or automated, in a confidential manner.

IV. RESPONSIBILITY OF STAFF MEMBERS

Personally identifiable student information shall be disclosed within the school division only to individuals who have a legitimate educational interest and bona fide need for access to the information. Such information shall not be otherwise disclosed within or outside the school division without appropriate consent or as otherwise authorized by law. For purposes of these requirements, volunteers shall be held to the same standards as are employees.

See also the current version of:  Regulation 2104, Health Services—School Health – Related Needs
Policy 2108, Human Immunodeficiency Virus (HIV)
Policy 2701, Student Personal Data
Regulation 2701, Student Personal Data
Policy 2720, Student Lists
Policy 4290, Discontinuance of Employment
Regulation 4293, Dismissal—Definition of Just Cause
Regulation 4294, Procedures for Nonrenewal
Dismissal—Educational Personnel

Policy adopted: April 23, 1998
Reviewed and corrected: April 21, 2003
Reviewed and corrected: November 10, 2008

FAIRFAX COUNTY SCHOOL BOARD