

**VSBA Policy Update (July 2026)**  
**August 6, 2026**  
**School Board Meeting**

| <b>Current<br/>CCS Policy<br/>(on CCS<br/>Website)</b> | <b>VSBA<br/>Revised<br/>Policies for<br/>Review<br/>(Redline<br/>Copy)</b> | <b>Policy Title</b>                    | <b>Explanation of Revisions</b>                                                                                                                                                                                                                                                                                             | <b>Executive<br/>Leadership<br/>Team Member<br/>Responsible</b> |
|--------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <a href="#"><u>JO</u></a>                              | <a href="#"><u>JO-RL</u></a>                                               | <b>Student Education Records</b>       | VSBA did not create a redline copy for policy JO since it was significantly revised to include necessary legal updates to ensure compliance with all applicable laws and regulations; and how FERPA and Virginia FOIA apply to student education records. Therefore, we recommend the board adopt the revised policy as is. | Rasnake,<br>Simalchik,<br>Powell                                |
| <a href="#"><u>JOA</u></a>                             | <a href="#"><u>JOA-RL</u></a>                                              | <b>Student Transcripts</b>             | VSBA - updates an out-of-date legal reference and contains minor edits.                                                                                                                                                                                                                                                     | Rasnake, Isley,<br>Swift                                        |
| <a href="#"><u>JOD</u></a>                             | <a href="#"><u>JOD-RL</u></a>                                              | <b>Release of Student Data/Records</b> | VSBA - contains minor edits for clarity.                                                                                                                                                                                                                                                                                    | Rasnake,<br>Powell                                              |

## **STUDENT EDUCATION RECORDS**

### **Purpose**

The Charlottesville City School Board is committed to protecting the privacy and confidentiality of student education records in accordance with applicable federal and state law, while ensuring that such records are collected, maintained, used, retained, disclosed, and destroyed only as authorized or required by law for education, administrative, or other lawful purposes.

### **Policy Statement**

The School Board directs that student education records be accurately and lawfully maintained for each student enrolled in the division.

The School Board complies with the Family Educational Rights and Privacy Act (FERPA), the Virginia Freedom of Information Act (VFOIA), the Code of Virginia, as amended, and all other applicable laws governing the privacy, collection, maintenance, use, retention, disclosure, and destruction of student records.

School division personnel shall use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party requesting access to personally identifiable information contained in education records. Personally identifiable information will not be disclosed except as explicitly authorized by law or with the written consent of the parent or eligible student.

Nothing in this policy or any implementing regulation should be construed by employees as limiting their ability or responsibility to report child abuse or neglect cases, as required by law and Charlottesville City School Division Policy GAE Child Abuse and Neglect Reporting.

### **Definitions**

For the purposes of this policy, the following definitions apply:

**“Directory Information”** means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include, for example, the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended. Directory information may not include the student’s Social Security number.

**“Eligible Student”** means a student who has reached 18 years of age or attends a postsecondary institution.

**“Parent”** means a parent of a student and includes a natural parent, a guardian, or other person authorized by law to act on behalf of the student in the absence of a parent or guardian.

**“Education Records” or “Scholastic Records”** is a term used to describe a record that is both directly related to a student and maintained by the school division or a party acting for the school division, as defined by FERPA, VFOIA, and the Code of Virginia.

The term does not include:

- Records of instructional, supervisory, administrative, and ancillary educational personnel that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Records of the school division’s law enforcement unit, including those records, files, documents, and other materials that are—
  - (i) Created by the law enforcement unit;
  - (ii) Created for a law enforcement purpose; and
  - (iii) Maintained by the law enforcement unit.
- Personnel records relating to an individual who is employed by the school division, that:
  - (i) Are made and maintained in the normal course of business;
  - (ii) Relate exclusively to the individual in that individual’s capacity as an employee; and
  - (iii) Are not available for use for any other purpose.
- Records created or received by the school division after an individual is no longer a student in attendance and that are not directly related to the individual’s attendance as a student.
- Grades on peer-graded papers before they are collected and recorded by a teacher.

## **Notice of Parent and Eligible Student Rights**

The Superintendent shall ensure that parents and eligible students are provided annual notice of their rights under FERPA and Virginia law including the right to:

- Inspect and review the student's education records and notice of procedures for exercising those rights;
- Request 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 and notice of the procedure for exercising this right;
- Provide written consent before the disclosure of personal identifiable information except where disclosure without consent is authorized by law;
- Opt out of the disclosure of directory information designated by the school division and notice of the procedure for exercising this right; and
- File a complaint with the Student Privacy Policy Office of the United States Department of Education concerning an alleged failure to comply with FERPA.

## **Maintenance of Student Records**

The school division will comply with the Records Retention and Disposition Schedule of the Library of Virginia and other applicable state and federal law.

## **Maintenance of Special Education Records**

The Superintendent must ensure that electronic communications via emails or facsimiles regarding any matter associated with the student, including matters related to IEP meetings, disciplinary actions, or service delivery, are part of the student's educational record.

The Superintendent must also ensure the parents of students with disabilities and eligible students with disabilities are notified that after a child with a disability graduates, ages out of, or otherwise leaves any public school, the school retains the special education records of the child for at least seven years in accordance with Virginia law. The notification shall include information on how parents or eligible students may obtain such records during the retention period.

## **Maintenance of Notices of Adjudication of Delinquency or Conviction**

Every notice of adjudication of delinquency or conviction received by the Superintendent in accordance with applicable law, including any information contained in such notice, which is not a disciplinary record as defined in Virginia Department of Education regulations, shall be maintained separately from all other records concerning the student. A notice of adjudication or conviction relating to an incident that did not occur

on school property or at a school-sponsored activity is not an education record. However, if disciplinary action is taken against a student based upon the information provided in such notice, then the notice shall become a part of the student's disciplinary record.

## **Access to Student Education Records by Parents and Eligible Students**

### **Inspection and Review**

Parents and eligible students have the right to inspect and review their student education records. Requests to inspect and review student records shall be processed in accordance with FERPA, VFOIA, the Individuals with Disabilities Education Act ("IDEA"), other applicable law, and division procedures.

The Superintendent or Superintendent's designee shall establish procedures for inspection and review to ensure compliance with timelines established by statute.

When a record contains information on more than one student, the parent may inspect and review, or be informed of, only the specific information about his or her own child, unless the information about the other student or students cannot be segregated and redacted without destroying its meaning. If it is possible for the school division to redact the personally identifiable information of the other student(s), then the school division will redact such information about other students before permitting inspection and review of the student record.

### **Copies of Education Records**

The school division provides copies of student education records to parents and eligible students as required by law.

### **Fees**

Consistent with Virginia law, the school division does not charge fees to parents or eligible students for the inspection and review of education records or for copies of education records. The school division may charge fees to parents and eligible students for copies of public records that do not constitute education records. Fees for copies are charged in accordance with state and federal laws and regulations, including the VFOIA and FERPA.

### **Information Regarding Education Records**

Upon request, the school division shall provide parents and eligible students information sufficient to identify the types and locations of education records maintained by the school division.

## **Disclosure of Education Records to Third Parties**

Student records may only be disclosed without consent as permitted by FERPA, VFOIA, the Code of Virginia, or other applicable law. This may include disclosure to school officials who have a legitimate educational interest, other educational institutions, governmental agencies, health and emergency services, pursuant to court order or subpoenas, and other recipients as authorized by law.

### **Legitimate Educational Interest**

Only school officials with a legitimate educational interest or who are otherwise authorized by law shall have access to student education records. The School Board directs that each employee who is authorized to access student records shall be informed of this policy and any implementing regulations. All employees shall strictly adhere to legal and procedural requirements.

### **Other Educational Institutions**

The school division may disclose an education record of a student in attendance to another educational agency or institution if:

- (1) The student is enrolled in or receives services from the other agency or institution; and
- (2) One of the following conditions applies:
  - (i) The disclosure is initiated by the parent or eligible student; or
  - (ii) The school division included notice in its annual FERPA notification that it forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer; or
  - (iii) The school division has made a reasonable attempt to notify the parent or eligible student at the last known address of the parent or eligible student.

### **Military Recruiters and Federal Agencies**

Upon request by a military recruiter, the school division must provide access to secondary school students' names, addresses, and telephone listings unless a parent or eligible student has submitted a written request that the student's name, address, and telephone listing not be released without the prior written consent of the parent or eligible student. The school division notifies parents of the option to make a request and complies with any request.

No member or employee of the School Board will transmit personally identifiable information, as that term is defined in FERPA and related regulations, from a student's record to a federal government agency or an authorized representative of such agency except as required by federal law or regulation, including but not limited to regulations permitting access by the Comptroller General of the United States, the Attorney General of the United States, the federal Secretary of Education in connection with an audit or evaluation of federal education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.

### **Directory Information**

The school division may designate certain student information as directory information, as permitted by FERPA and the Virginia Code. Parents and eligible students shall receive annual notice identifying the designated directory information, the purposes for which it may be disclosed, and the period of time to notify the division, in writing, that the parent or eligible student does not want any or all of those types of information designated as directory information.

Except as required by law, division employees do not disclose the address, telephone number, or email address of a student unless (a) the disclosure is to students enrolled in the school or to school board employees for educational purposes or school business and the parent or eligible student has not opted out of such disclosure in accordance with Virginia law and this policy or (b) the parent or eligible student has affirmatively consented in writing to such disclosure.

Parents and eligible students may not use the right to opt out of directory information disclosures to (1) prevent disclosure of the student's name, identifier or institutional email address in a class in which the student is enrolled; or (2) prevent an educational agency or institution from requiring the student to wear, to display publicly or to disclose a student ID card or badge that exhibits information designated as directory information and that has been properly designated as directory information.

No employee shall disclose the address, telephone number, or email address of a student pursuant to the VFOIA unless the parent or eligible student affirmatively consents, in writing, to such disclosure.

No employee shall disclose the address, telephone number, or email address of a student pursuant to FERPA unless (a) the disclosure is to students enrolled in the school or to School Board employees for educational purposes or school business and the parent or eligible student has not opted out of such disclosure in accordance with this subsection and school board policy or (b) the parent or eligible student has affirmatively consented in writing to such disclosure.

Charlottesville City School Board designates the following as directory information:

- Student's name

- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

### **Health and Safety**

The school division may disclose personally identifiable information from an education record to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals from an articulable and significant threat.

### **Subpoena or Court Order**

The school division will disclose education records to comply with a judicial order or lawfully issued subpoena after making a reasonable effort to notify the parent or 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—

(i) 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;

(ii) 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

(iii) An *ex parte* court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in [18 U.S.C. 2332b\(g\)\(5\)\(B\)](#) or an act of domestic or international terrorism as defined in [18 U.S.C. 2331](#).

### **Disclosure of Information Relating to Home Instructed Students**

Neither the Superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent or student to satisfy the requirements of Policy LBD Home Instruction or Virginia Code § 22.1-254(B)(1). However, the Superintendent or School



Board may disclose, with the written consent of a student's parent, such information to the extent provided by such consent. Nothing in this policy prohibits the Superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

### **Unauthorized Disclosure of Electronic Records**

In cases in which electronic records containing personal identifiable information are reasonably believed to have been disclosed in violation of federal or state law applicable to such information, the school division shall notify, as soon as practicable, the parent of any student affected by such disclosure, except as otherwise provided in Virginia Code §§ 32.1-127.1:05 or 18.2-186.6. Such notification shall include the (i) date, estimated date, or date range of the disclosure; (ii) type of information that was or is reasonably believed to have been disclosed; and (iii) remedial measures taken or planned in response to the disclosure.

### **Record of Disclosure**

The school division shall maintain a record, kept with the education records of each student, indicating each request for access and disclosure (except school officials who have a legitimate educational interest in the records). The record will indicate specifically the legitimate interest the party had in obtaining the information. The record of access will be available only to parents and school board employees who are responsible for the custody of such records and to persons or organizations which audit the operation of the system.

### **Protective Orders**

Any school employee who receives notice that a circuit court, general district court, juvenile and domestic relations district court, or magistrate has issued a protective order for the protection of any child who is enrolled at the school, or any other order prohibiting contact with such a child, shall notify licensed instructional personnel and other school personnel who (i) provide direct educational or support services to the protected child or the child subject to the order, (ii) have a legitimate educational interest in such information, and (iii) are responsible for the direct supervision of the protected child or the child subject to the order that such order has been issued.

### **Redaction of Foster Parent Address**

Notwithstanding any other provision of law to the contrary, upon written request of a foster parent of an enrolled student, a school board employee shall redact the address of the foster parent prior to providing to the student's parent any record containing such address.

### **Special Confidential Records**

The School Division complies with the confidentiality requirements related to Human Immunodeficiency Virus (HIV) status, substance abuse treatments, mental health information, and any other records protected under federal and Virginia law.

### **Correction of Education Records**

A parent or eligible student who believes the respective student record to be inaccurate or misleading may request the record to be corrected or amended. The Superintendent or Superintendent's designee will establish procedures for the correction of student records pursuant to FERPA and related regulations.

Student education records that are required to reflect a student's name or other legal identifying information shall only be amended upon receipt of proper and sufficient documentation under applicable law.

### **Implementation**

The Superintendent or Superintendent's designee is responsible for establishing administrative procedures for implementing this policy, including:

- Record maintenance and security;
- Access to records;
- Disclosure of records;
- Notices to parents and eligible students;
- Directory information;
- Transfer of records;
- Retention of records;
- Correction of records;
- Destruction of records;
- Fees, if any, permitted by law for copies of records;
- Employee training regarding confidentiality of personally identifiable information.

The Superintendent or Superintendent's designee also provides for notification of all school division personnel of policy and procedures for management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of this policy.

Adopted: July 16, 1999  
Revised: April 15, 1999  
Revised: June 17, 1999  
Revised: December 15, 2005  
Revised: September 20, 2007  
Revised: June 19, 2008  
Revised: June 18, 2009

Revised: June 17, 2010  
Revised: July 5 2012  
Revised: January 8, 2015  
Revised: June 30, 2015  
Revised: June 27, 2016  
Revised: June 20, 2017  
Revised: June 19, 2018  
Revised: August 1, 2019  
Revised: August 6, 2020  
Revised: August 1, 2024  
Revised: September 5, 2024  
Adopted: August 7, 2025  
Adopted:

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Legal Refs.: 18 U.S.C. §§ 2331, 2332b.  
20 U.S.C. §§ 1232g, 7908.  
42 U.S.C. § 290dd-2.

34 C.F.R. 99.3, 99.4, 99.5, 99.7, 99.10, 99.11, 99.12, 99.20, 99.21, 99.22,  
99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 300.617.

Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3705.4, 2.2-3804,  
2.2-515.2, 16.1-260, 16.1-305.1, 16.1-305.2, 22.1-4.1, 22.1-23.3,  
22.1-254.1, 22.1-279.3:2, 22.1-287, 22.1-287.01, 22.1-287.02, 22.1-287.1,  
22.1-288, 22.1-288.1, 22.1-288.2, 22.1-288.3, 22.1-289, 23.1-405,  
32.1-36.1, 64.2-2003.

8 VAC 20-81-170.

|                   |                                                               |
|-------------------|---------------------------------------------------------------|
| Cross Refs.: IGBA | Programs for Students with Disabilities                       |
| IJ                | Guidance and Counseling Program                               |
| JC                | School Attendance Areas                                       |
| JEC               | School Admission                                              |
| JEC-R             | School Admission                                              |
| JECA              | Admission of Homeless Children                                |
| JFC               | Student Conduct                                               |
| JGDA              | Disciplining Students with Disabilities                       |
| JGD/JGE           | Student Suspension/Expulsion                                  |
| JHCB              | Student Immunizations                                         |
| JHCD              | Administering Medicines to Students                           |
| JOA               | Student Transcripts                                           |
| JOD               | Release of Student Data/Records                               |
| JRCA              | School Service Providers' Use of Student Personal Information |

|       |                                                   |
|-------|---------------------------------------------------|
| KBA   | Requests for Public Records                       |
| KBA-R | Requests for Public Records                       |
| KBA-E | Rights & Responsibilities                         |
| KBC   | Media Relations                                   |
| KGD   | Notification of School-Connected Student Overdose |
| KNB   | Reports of Missing Children                       |
| KP    | Parental Rights and Responsibilities              |
| LBD   | Home Instruction                                  |
| LEB   | Advanced/Alternative Courses for Credit           |

## STUDENT TRANSCRIPTS

### Generally

Secondary school transcripts contain **required** information as specified by the Virginia Board of Education.

### Test Record

The **s**Superintendent is responsible for establishing a procedure by which parents, guardians, or others with legal control of a student can elect in writing to have the student's test record excluded from the student transcript. The test record includes at least the highest score earned, if applicable, on college performance-related standardized tests such as SAT and ACT, excluding Standards of Learning (SOL) test scores.

### High School Credit-Bearing Courses Taken in Middle School

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course. The **s**Superintendent specifies, by regulation, the deadline and procedure for making such a request. Notice of this provision is provided to parents.

Adopted: June 20, 2017  
 Revised: June 17, 2021  
 Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ [22.1-16](#), [22.1-23.3](#),  
[22.1-253.13:3](#).

[8 VAC 20-1324-90](#).

[8 VAC 20-160-30](#).

Cross Refs.: JO ———— Student Records

## RELEASE OF STUDENT DATA/RECORDS

The parent/legal guardian of any student **or eligible student** enrolled in Charlottesville City School Division may authorize the release of their student's data/records to any individual or Agency upon completion and execution of the Board's adopted standardized **consent** form JOD-F *Consent Form Authorizing Release of Student Data/Records* accompanying this policy.

This form must be used by Community Policy and Management Teams, and the Departments of Health, Social Services, Juvenile Justice, and Behavioral Health and Development Services. This form may be used by other teams, departments, and services.

Adopted: June 25, 2013  
Revised: June 30, 2015  
Reviewed: August 6, 2020  
Revised: June 5, 2025  
Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, § **22.1-79.3**.

Cross Ref.: JO **————** Student Records