

PERSONNEL RECORDS

Present and past employees have access to their personnel information maintained by the Alexandria City Public Schools (ACPS).

If information relative to employment is requested by banks or establishments or individuals, written permission from the employee to release such information is required, except to comply with a court order, a lawfully issued subpoena, the Virginia Freedom of Information Act (Va. Code § 2.2-3700, *et seq.*), or other law. The employee will be notified of the request for records.

The Superintendent or Superintendent’s designee is responsible for maintaining a system of personnel records for all employees of the Alexandria City School Board (Board). Personnel files of all Board employees may be produced and maintained in digital or paper format.

Teacher performance indicators, or other data used by or for the Department of Education or the Board or made available to and able to be used to judge the performance or quality of a teacher, maintained in a teacher’s personnel file or otherwise, is confidential but may be disclosed, in a form that does not personally identify any student or other teacher (i) pursuant to court order, (ii) for the purposes of a grievance proceeding involving the teacher, or (iii) as otherwise required by state or federal law. Nothing in this policy prohibits the release or limits the availability of non identifying, aggregate teacher performance indicators or other data.

- Adopted: January 7, 1999
- Amended: November 21, 2002
- Amended: April 20, 2006
- Amended: June 11, 2015
- Amended: May 9, 2024

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3700, *et seq.*; 2.2-3800 *et seq.*; 22.1-295.1 and 40.1-28.7:4.

Cross Ref.: GBLA Third Party Complaints Against Employees