



**WEST VIRGINIA
SECRETARY OF STATE**

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ADMINISTRATIVE LAW DIVISION

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WEST VIRGINIA SECRETARY OF STATE

**FORM 5 -- NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE OR
A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY Education

RULE TYPE Legislative Exempt AMENDMENT TO EXISTING RULE Yes **TITLE-SERIES** 126-

RULE NAME Procedures for the Collection, Maintenance and Disclosure of Student Data (Policy 4350) **94**

CITE AUTHORITY W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education v. Hechler, 180 W. Va. 451; 376 S.E.2d 839 (1988)

RULE IS LEGISLATIVE EXEMPT

Yes

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education v. Hechler, 180 W. Va. 451; 376 S.E.2d 839 (1988)

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE, THE
EFFECTIVE DATE OF THIS RULE IS

Tuesday, October 11, 2016

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Yes

**Jill M Newman -- By my signature, I certify that I am the person authorized to file legislative rules, in
accordance with West Virginia Code §29A-3-11 and §39A-3-2.**



Title-Series: 126-094



Rule Id: 10188



Document: 29947

126CSR94

**TITLE 126
PROCEDURAL RULE
BOARD OF EDUCATION**

**SERIES 94
PROCEDURES FOR THE COLLECTION, MAINTENANCE AND DISCLOSURE OF STUDENT DATA (4350)**

§126-94-1. General.

1.1. Scope. -- These procedures are applicable to all education agencies and institutions that are under the general supervision of the West Virginia Board of Education (WVBE).

1.2. Authority. -- W. Va. Constitution, Article XII, Section 2; W. Va. Code § 18-2-5; the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. § 1400); the Every Student Succeeds Act (20 U.S.C. § 6301 et seq.); the National Defense Authorization Act for the Fiscal Year 2002 (Public Law 107-107); and their respective regulations.

1.3. Filing Date. -- September 8, 2016.

1.4. Effective Date. -- October 11, 2016.

1.5. Repeal of Former Rule. -- This procedural rule amends W. Va. 126CSR94, West Virginia Board of Education Policy 4350, "Procedures for the Collection, Maintenance and Disclosure of Student Data", filed March 12, 2015 and effective April 13, 2015.

§126-94-2. Purpose.

2.1. The WVBE is committed to protecting the privacy of student data while also ensuring the availability of high-quality information about West Virginia's public schools to guide and inform local and statewide decision-making. The availability of high-quality information for decision-making is a crucial need, given the WVBE's responsibility to ensure that a thorough and efficient system of schools is being provided and to improve student, school and school system performance and progress. The WVBE is committed to ensuring the security of education records and the privacy of student and family information across the state of West Virginia. To fulfill its commitments and meet the information needs of stakeholders, the WVBE establishes standards and procedures to guide agencies and institutions under its general supervision as staff collect and manage information about students. The purpose of these procedures is to establish standards governing the collection, maintenance, disclosure, and final disposition of education data and records and to set forth the conditions governing privacy protections and access rights for parents and students.

§126-94-3. General Responsibilities.

3.1. Responsibilities of the WVBE. The WVBE has primary responsibility for defining and assuring the collection of data elements necessary for assessing the quality, efficiency, and efficacy of the state education system. Given this responsibility, the WVBE shall:

3.1.a. establish, maintain, and make publicly available policies concerning the collection, protection, maintenance, and disposition of student data, including:

3.1.a.1. policies protecting student privacy and outlining parent and student rights of access and control;

3.1.a.2. policies setting guidelines for the destruction, archiving, or other final disposition of student data after an appropriate period of time following the student's graduation or other permanent cessation of enrollment in West Virginia public schools;

3.1.b. monitor compliance with state and federal laws and policies concerning student data privacy and related individual or familial rights;

3.1.c. periodically review elements within the data system to ensure their continued (individual and collective) relevance and comprehensiveness for assessing the quality, efficiency, and efficacy of the state education system and its various programs; and

3.1.d. serve as an advocate for high-quality, timely, accurate, and secure data collection and use.

3.2. Responsibilities of the WVDE. The West Virginia Department of Education (WVDE) has a primary leadership role in defining data elements; developing frameworks and procedures for efficient data collection and reporting; monitoring and advising local education agencies in the collection and maintenance of education data; and assuring the WVBE, the Governor, the Legislature, and the public that education data in the state are accurate, useful, and secure. It is the further responsibility of the WVDE to:

3.2.a. establish, maintain, and make publicly available standards, procedures, and guidance concerning the collection, protection, maintenance, and disposition of student data, including:

3.2.a.1. standards and best practices for quality, accuracy, utility, and security in education data collection and reporting;

3.2.a.2. guidance, plans, and procedures for protecting student data and complying with all relevant state and federal privacy laws and policies, including, but not limited to, FERPA; and

3.2.a.3. procedures and best practices for the destruction, archiving, or other final disposition of student data after an appropriate period of time following the student's graduation or other permanent cessation of enrollment in West Virginia public schools;

3.2.b. maintain, update, and make publicly available the inventory and dictionary of individual student data elements in the student data system, complete with definitions and reasons for inclusion, including, but not limited to, statutory requirements;

3.2.c. assist the WVBE in the review of elements within the data system to ensure their continued (individual and collective) relevance and comprehensiveness for assessing the quality, efficiency, and efficacy of the state education system and its various programs, and support the addition or exclusion of elements including:

3.2.c.1. releasing for public review reasons for excluding any currently- or historically-collected data elements from future data collections; and

3.2.c.2. releasing for public review and comment any new data elements proposed for inclusion in the student data system, including the purposes and legal authority for inclusion of the new data element;

3.2.d. manage, support, and provide technical assistance for high-quality, timely, accurate, and secure data collection and use throughout the state, including:

3.2.d.1. developing, maintaining, and supporting appropriate data collection and management systems and tools for use at the local level, including, but not limited to, the West Virginia Education Information System (WVEIS) and associated tools and applications;

3.2.d.2. developing, monitoring, and supporting appropriate data collection processes and protocols to be implemented at the local level, including, but not limited to, certified data collections;

3.2.d.3. providing technical assistance and guidance to Regional Education Service Agencies (RESAs), districts, and schools to ensure that data submitted through WVEIS are accurate, complete, and compliant with relevant laws and regulations;

3.2.d.4. maintaining and implementing an appropriate reporting infrastructure for required and ad hoc reports and data requests; and

3.2.d.5. offering outreach, training, and technical assistance to WVDE staff, RESAs, districts, schools, and other entities regarding federal and state requirements respecting the privacy of education records and conditions for disclosure, as well as best practices for data security;

3.2.e. ensure compliance with applicable privacy and security policies and regulations at the state, regional, and local levels through routine monitoring;

3.2.f. ensure that appropriate data are available for different stakeholders to assess the quality, performance, and progress of students and the education system, including:

3.2.f.1. establishing, maintaining, and monitoring implementation of guidelines for granting access to data systems, including WVEIS and education data reporting tools, based on potential users' informational needs and legitimate educational interest in accessing the data; and

3.2.f.2. maintaining and publishing current and historical reports of information required for assessing and determining state, district, and school performance, progress, and accountability;

3.2.g. pursuant to the Student Data Accessibility, Transparency and Accountability Act (W. Va. Code §18-2-5h, the Student DATA Act), make information about agreements between the WVDE and other state agencies concerning access to student data available to the public, including explanations of:

3.2.g.1. the purposes and uses for such agreements; and

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3.2.g.2. how parents may withdraw their consent for their child(ren)'s information to be made available to other state agencies as detailed in the agreements;

3.2.h. develop and implement a detailed plan for managing and maintaining data security within the state's data system and for responding to privacy or security incidents and breaches; and

3.2.i. report annually to the WVBE, Governor, Legislature, and public about the state and security of the student data system.

3.3. Responsibilities of RESAs. RESAs provide to districts and schools services and support for areas in which they can best assist the WVBE in providing high-quality education programs. Because the services and support offered by the RESAs include administrative and operations functions, such as operating and maintaining computer information systems for their regions and assisting with the local maintenance of WVEIS (see W. Va. Code §18-2-26), RESAs share responsibility for protecting student data. Given their services and responsibilities, RESAs shall:

3.3.a. ensure that staff are familiar with and adhere to all applicable data security and privacy policies including, but not limited to, these procedures; 126CSR41, WVBE Policy 2460, *Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet* (Policy 2460); the Student DATA Act; WVDE's *Data Access and Management Guidance*; FERPA; relevant local policies; and other applicable regulations relating to security and acceptable use of education records and information systems;

3.3.b. support necessary computer infrastructure for data collection, management, and security, as appropriate given their responsibilities, including

3.3.b.1. providing training and technical support, as needed, to district and school staff responsible for operating data management and reporting systems, to include WVEIS and ZoomWV;

3.3.c. assist the WVDE in the dissemination of training and professional development regarding federal and state requirements respecting the privacy of education records and conditions for disclosure, as well as best practices for data security; and

3.3.d. provide technical assistance to districts and schools to ensure that data submitted through WVEIS are accurate, complete, timely, and compliant with relevant laws and regulations.

3.4. Responsibilities of Districts and Schools. Districts and schools bear primary responsibility for collecting, recording, and protecting student data. As front-line leaders of data collection, maintenance, and use in the state education system, it is the responsibility of districts and schools to:

3.4.a. designate a staff member within the district to serve as the data governance point of contact whose responsibilities will include (a) serving as the primary local expert with regard to data privacy and other data governance issues and (b) maintaining regular contact with WVDE to receive training, information, and updates to support data governance and privacy practices within the district;

3.4.b. ensure that staff are familiar with and adhere to all applicable data security and privacy policies including, but not limited to, these procedures, Policy 2460, the Student DATA Act, WVDE's *Data Access and Management Guidance*, FERPA, relevant local policies, and other applicable regulations

relating to security and acceptable use of education records and information systems; in accordance with such regulations, districts and schools will, among other activities:

3.4.b.1. ensure that student data are accessible only to authorized parties with a legitimate educational interest, provided that:

3.4.b.1.A. individuals authorized to access student data on behalf of an educational agency or institution for the purpose of data entry or editing must be older than 18 years of age and must not be currently enrolled as a student in any West Virginia pre-K through grade 12 school, including public and non-public education options;

3.4.b.1.B. all parties authorized to access student data on behalf of an educational agency or institution must have a current data access agreement on file in which they have agreed to their responsibilities with respect to protecting privacy and using data appropriately pursuant to the requirements of all applicable federal, state, and local regulations, including these procedures;

3.4.b.1.C. nothing in this section prevents districts and schools from using appropriate mechanisms to provide parents and eligible students access to review their own or their child(ren)'s individual education records pursuant to these procedures, the Student DATA Act, FERPA, relevant local policies, and other applicable regulations; and

3.4.b.2. ensure that appropriately rigorous protocols and procedures are in place to secure both electronic and physical records, including protocols for terminating access for (a) parties who no longer have a legitimate educational interest, (b) disclose student data, (c) use student data in inappropriate or unauthorized ways, or (d) in other ways violate federal, state, and/or local regulations relating to student data access and privacy;

3.4.b.3. provide annual notification of rights, pursuant to Section 126-94-7;

3.4.b.4. as required by law (Sections 126-94-17 and 126-94-18), obtain consent from parents or eligible students prior to the release of information from students' education records; and

3.4.b.5. immediately respond to any data privacy or security incidents or breaches and report such incidents to the appropriate authorities, including data governance staff at the WVDE, for further response and investigation;

3.4.c. adhere to applicable standards and procedures for data collection and quality assurance and, to the extent possible, implement related best practices as identified by the WVDE, including:

3.4.c.1. ensuring that all required data are entered into WVEIS in a timely and efficient manner and certified or verified in accordance with timelines established by the WVDE;

3.4.c.2. ensuring that all data entered into WVEIS are complete and accurate as of the date of entry; and

3.4.c.3. refraining from the collection or reporting of certain individual student data, as prohibited by the Student DATA Act (W. Va. Code §18-2-5h(d) and (e));

3.4.d. regularly offer and/or encourage staff participation in training, professional development, or informational sessions, including sessions offered by the WVDE, to refresh staff members' knowledge of policies and best practices concerning data collection, privacy, and security.

§126-94-4. Definitions.

4.1. As used in these procedures:

4.1.a. "Attendance" at an agency or institution includes, but is not limited to: (a) attendance in person and having homebound instruction, and (b) the period during which a person is working under a work-study program.

4.1.b. "Consent" means that (a) the parent has been fully informed of the information set out in this document in his or her native language or other mode of communication, unless it clearly is not feasible to do so; (b) the parent understands and agrees in writing to the carrying out of the activity for which consent is sought, and the consent sets forth that activity and lists the records (if any) which will be released and to whom; and (c) the parent understands that the granting of consent is voluntary on the part of the parent.

4.1.c. "Destruction" means purposeful elimination or removal of personal identifiers so that the information is no longer personally identifiable.

4.1.d. "Directory information" includes the following individual student information: student name, address, telephone number, email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, indication of "graduate" or "non-graduate," degrees and awards received, and the most recent previous educational agency or institution attended.

4.1.e. "Disciplinary action or proceeding" means the investigation, adjudication, or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of the internal rules of conduct applicable to students of the agency or institution.

4.1.f. "Disclosure" means permitting access or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.

4.1.g. "Educational institution" or "educational agency or institution" means any public or private agency or institution under the general supervision of the WVBE.

4.1.h. "Education records" means those records that are directly related to a student and are collected, maintained or disclosed by an educational agency or institution or by a party acting for the agency or institution. The term does not include:

4.1.h.1. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other individual except a temporary substitute.

4.1.h.2. Records of the law enforcement unit of an educational agency or institution,

subject to the provisions of Section 126-94-8.

4.1.h.3. Records relating to an individual who is employed by an educational agency or institution that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee, and are not available for use for any other purpose. However, records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and are not excepted.

4.1.h.4. Records relating to an eligible student that are:

4.1.h.4.A. Created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or assisting in a paraprofessional capacity;

4.1.h.4.B. Created, maintained, or used only in connection with the provision of treatment to the student; and

4.1.h.4.C. Disclosed only to individuals providing the treatment (provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice). For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction at the educational agency or institution.

4.1.h.5. Records of an educational agency or institution that contain only information related to a person after that person is no longer a student at the educational agency or institution (e.g., information collected by an educational agency or institution pertaining to the accomplishments of its alumni).

4.1.i. "Eligible student" means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.

4.1.j. "Exceptional student" means a student having been determined to have an exceptionality in accordance with eligibility criteria under W. Va. 126CSR16, WVBE Policy 2419, *Regulations for the Education of Students with Exceptionalities*, (Policy 2419) who receives services under an Individualized Education Program (IEP).

4.1.k. "Financial Aid" means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

4.1.l. "Institution of post-secondary education" means an institution that provides education to students beyond the level at which secondary education is provided, as determined under state law.

4.1.m. "Parent" includes a parent, guardian, or an individual acting as a parent of a student in the absence of a parent or guardian.

4.1.n. "Party" means an individual, agency, institution, or organization.

4.1.o. "Personally identifiable" means that the data or information includes, but is not limited

to, (a) the name of a student, the student's parent, or other family member, (b) the address of the student or student's family, (c) a personal identifier such as the student's social security number, or student number, (d) a list of personal characteristics that would make the student's identity easily traceable, or (e) other information that would make the student's identity easily traceable.

4.1.p. "Record" means any information or data recorded in any medium including, but not limited to: handwriting, print, video or audio tape, film, microfilm, microfiche, and computer media.

4.1.q. "Secretary" means the Secretary of the U.S. Department of Education or an official or employee of the U.S. Department of Education acting for the Secretary under a delegation of authority.

4.1.r. "Student" includes any individual who is or has been in attendance at an educational agency or institution, and regarding whom the educational agency or institution collects, maintains, or discloses educational records.

§126-94-5. Parent Rights.

5.1. An educational agency or institution shall give full rights to either parent unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation or custody, that specifically revokes those rights.

§126-94-6. Student Rights.

6.1. For the purpose of this part, whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parents transfer to the student.

6.2. This policy does not prevent educational agencies or institutions from giving students rights in addition to those given to parents.

6.3. If an individual is or has been in attendance at one component of an educational agency or institution, that attendance does not give the individual rights as a student in other components of the agency or institution to which the individual has applied for admission, but has never been in attendance.

§126-94-7. Annual Notification of Rights.

7.1. Each educational agency or institution shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under this policy.

7.2. The notice must inform parents or eligible students that they have the right to:

7.2.a. Inspect and review the student's education records;

7.2.b. Seek 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;

7.2.c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Section 126-94-18 authorizes disclosure without consent; and

7.2.d. File with the WVDE or the U.S. Department of Education a complaint as described in Section 126-94-29 concerning alleged failures by the educational agency or institution to comply with the requirements of this policy.

7.3. The notice must include all of the following:

7.3.a. The procedure for exercising the right to inspect and review education records;

7.3.b. The procedure for requesting amendment of records under Section 126-94-13;

7.3.c. A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest;

7.3.d. Types of information designated as directory information and procedures in Section 126-94-25 for refusing to allow information to be so designated; and

7.3.e. The procedure for disclosure of education records without consent to officials of another school district in which the student seeks to enroll.

7.4. An educational agency or institution may provide this notice by any means that are reasonably likely to inform the parents or eligible students of their rights.

7.4.a. An educational agency or institution shall effectively notify parents or eligible students who are disabled.

7.4.b. An agency or institution of elementary or secondary education shall effectively notify parents who have a primary or home language other than English.

7.5. Parents of students with exceptionalities, and eligible students who are exceptional, shall receive notice of rights under IDEA, included in the procedural safeguards notice.

§126-94-8. Law Enforcement Units.

8.1. Law enforcement unit means any individual, office, department, division, or other component of an educational agency or institution, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by that agency or institution to:

8.1.a. Enforce any local, state, or federal law, or refer to appropriate authorities a matter for enforcement of any local, state, or federal law against any individual or organization other than the agency or institution itself; or

8.1.b. Maintain the physical security and safety of the agency or institution

8.2. A component of an education agency or institution does not lose its status as a law

enforcement unit if it also performs other, non-law enforcement functions for the agency or institution, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceedings against the student.

8.3. Records of a law enforcement unit means those records, files, documents, and other materials that are:

- 8.3.a. Created by a law enforcement unit;
- 8.3.b. Created for a law enforcement purpose; and
- 8.3.c. Maintained by the law enforcement unit.

8.4. Records of a law enforcement unit does not mean:

8.4.a. Records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the educational agency or institution other than the law enforcement unit; or

8.4.b. Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.

8.5. Nothing in this policy prohibits an educational agency or institution from contacting its law enforcement unit, orally or in writing, for the purpose of asking that unit to investigate a possible violation of, or to enforce, any local, state, or federal law.

8.5.a. Education records, and personally identifiable information contained in education records, do not lose their status as education records and remain subject to this policy including the disclosure provisions of Section 126-94-17 while in the possession of the law enforcement unit.

8.5.b. Disclosure by an educational agency or institution of its law enforcement unit records is neither required nor prohibited by this policy.

§126-94-9. Right to Inspect and Review Education Records.

9.1. Each educational agency or institution or state educational agency (SEA) and its components shall permit the parent or an eligible student to inspect and review the education records of the student.

9.2. The educational agency or institution, or SEA or its component, shall comply with a request for access to records within a reasonable period of time, but not more than 30 days after it has received the request.

9.3. The educational agency or institution, or SEA or its component, shall respond to reasonable requests for explanations and interpretations of the records.

9.4. When a request is being made regarding records of an exceptional student:

9.4.a. The agency shall comply with Section 126-94-9.2 and before any meeting regarding an IEP or any hearing relating to the identification, evaluation, or educational placement of the student, or the provision of free appropriate public education to the student;

9.4.b. The right to inspect and review education records of an exceptional student includes the right to have a representative of the parent inspect and review the records; and

9.4.c. The participating agency shall provide parents, upon request, a list of the types and locations of education records collected, maintained, or used by the agency.

9.5. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the educational agency or institution, or SEA or its component, shall:

9.5.a. Provide the parent or eligible student with a copy of the records requested; or

9.5.b. Make other arrangements for the parent or eligible student to inspect and review the requested records.

9.6. The educational agency or institution, or SEA or its component, shall not destroy any education records if there is an outstanding request to inspect and review the records under this section.

9.7. While an educational agency or institution is not required to give an eligible student access to treatment records as defined in Section 126-94-4.1.h.4 , the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

§126-94-10. Fees.

10.1. An educational agency or institution may charge a fee for copies of educational records, which are made for the parent or eligible student, provided that the fee does not effectively prevent the parent and/or eligible student from exercising the right to inspect and review those records.

10.2. An educational agency or institution may not charge a fee to search for or retrieve the education records of a student.

§126-94-11. Limitations on Right to Inspect and Review Education Records.

11.1. If the education records of a student contain information on more than one student, the parent of the student or the eligible student may inspect and review or be informed of only the specific information about that student.

11.2. A post-secondary institution does not have to permit a student to inspect and review education records that are:

11.2.a. Financial records, including any information those records contain, of his or her parents;

11.2.b. Confidential letters and confidential statements of recommendation placed in the

education records of the student before January 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended; and

11.2.c. Confidential letters and confidential statements of recommendation placed in the student's education records after January 1, 1975, if the student has waived his or her right to inspect and review these letters and statements and the letters and statements are related to the student's admission to an educational institution, application for employment, or receipt of an honor or honorary recognition. Provided that a waiver is valid only if:

11.2.c.1. The educational agency or institution does not require the waiver as a condition for admission to or receipt of a service or benefit from the agency or institution; and

11.2.c.2. The waiver is made in writing and signed by the student, regardless of age.

11.2.d. If a student has waived his or her rights under this section, the educational institution shall:

11.2.d.1. Give the student, on request, the names of the individuals who provided the letters and statements of recommendation; and

11.2.d.2. Use the letters and statements of recommendation only for the purpose for which they were intended.

11.2.e. A waiver under this section may be revoked in writing with respect to any actions occurring after the revocation.

§126-94-12. Maintenance and Destruction of Education Records.

12.1. An educational agency or institution is not precluded from destroying education records, subject to the following exceptions:

12.1.a. The agency or institution may not destroy any education records if there is an outstanding request to inspect and review them under Section 126-94-9;

12.1.b. Explanations placed in the education record under Section 126-94-14 shall be maintained as long as the record or the contested portion is maintained;

12.1.c. The record of access required under Section 126-94-20 shall be maintained for as long as the education record to which it pertains is maintained; and

12.1.d. For records collected for students with exceptionalities under Policy 2419: (a) the public agency shall inform parents when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the child; (b) the information must be destroyed at the request of the parents; (c) however, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

12.2. The following guidelines and requirements apply to the length of time and special

consideration for maintaining student records:

12.2.a. Directory information may be maintained in perpetuity;

12.2.b. Academic grades and attendance records may be maintained in perpetuity;

12.2.c. Records to verify implementation of federally funded programs and services and to demonstrate compliance with program requirements must be maintained for five years after the activity is completed;

12.2.d. Other personally identifiable data which is no longer needed to provide education services may be destroyed;

12.2.e. Parents and eligible students must be informed through public notice of any timelines established by the educational agency or institution for maintenance and destruction of student records; and

12.2.f. Files must be maintained in a secured location. Inclusive in securing files, electronic files must be protected through the use of individual user identification and/or passwords. When user identification and/or passwords have been established, an individual is permitted to use only his or her designated identification and password to gain access to education records.

§126-94-13. Request to Amend Education Records.

13.1. The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request the educational agency or institution to amend the record.

13.2. The educational agency or institution shall decide whether to amend the educational records of the student in accordance with the request within a reasonable period of time after it receives the request.

13.3. If the educational agency or institution decides not to amend the record as requested, it shall inform the parent of the student or the eligible student of the refusal and of the right to a hearing under Section 126-94-14.

§126-94-14. Right to a Hearing.

14.1. An educational agency or institution shall give a parent or eligible student, on request, an opportunity for a hearing to challenge the content of a student's education records on the grounds that information contained in the education records of the student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.

14.2. If, as a result of the hearing, the educational agency or institution decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the education records of the student accordingly and so inform the parents of the student or the eligible student in writing.

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14.3. If, as a result of the hearing, the educational agency or institution decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting on the contested information in the record and/or stating why he or she disagrees with the decision of the agency or institution.

14.4. Any explanation placed in the education records of the student under Section 126-94-14.3 shall:

14.4.a. Be maintained by the educational agency or institution as part of the education records of the student as long as the record or contested portion thereof is maintained by the agency or institution; and

14.4.b. Be disclosed if the education records of the student or the contested portion thereof is disclosed by the educational agency or institution to any party.

§126-94-15. Conduct of the Hearing.

15.1. The hearing required to be held by Section 126-94-14.1 shall be conducted according to procedures that shall include at least the following elements:

15.1.a. The hearing shall be held within a reasonable period of time after the educational agency or institution has received the request;

15.1.b. The parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing;

15.1.c. The hearing may be conducted by any individual, including an official of the educational agency or institution, who does not have a direct interest in the outcome of the hearing;

15.1.d. The parent of the student or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under Section 126-94-13, and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney;

15.1.e. The educational agency or institution shall make its decision in writing within a reasonable period of time after the conclusion of the hearing; and

15.1.f. The decision of the educational agency or institution shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reason(s) for the decision.

§126-94-16. Disclosure of Student Education Records to Certain Parties.

16.1. Any and all public reports and/or releases of student data when necessary to fulfill the requirements of state and/or federal laws, rules, and regulations will be presented in aggregate.

16.2. Student education records will never be authorized to be sold.

16.3. Student education records, including personally identifiable information, will not be shared with any federal government agency. Pursuant to the requirements of Section 126-94-23, limited information may be provided to offices in specific situations to comply with federal audits or evaluations of federal or state supported education programs, for the enforcement of or compliance with federal legal requirements which relate to these programs, or to provide for the health/safety needs of students.

16.4. The WVDE may grant research requests for educational purposes, given the following circumstances:

16.4.a. Researchers must complete the WVDE's multi-step process to submit any and all research requests.

16.4.b. The WVDE Research Review Committee will review all requests and grant approval only if all four of the following criteria are satisfied:

16.4.b.1. the proposed research study meets specific criteria related to scientific merit and feasibility;

16.4.b.2. the proposed research study is research the WVDE would have otherwise conducted itself;

16.4.b.3. appropriate privacy, confidentiality, and security are ensured throughout the proposed research plan; and

16.4.b.4. all necessary legal documentation is signed and in place prior to the start of any work.

16.4.c. All researchers authorized to conduct studies on behalf of the WVDE must sign a comprehensive Data Disclosure Agreement that embodies the relevant security components and includes 11 major sections, as follows:

16.4.c.1. specific data elements provided for the purposes of the study as described in the Research Proposal Application;

16.4.c.2. information subject to the agreement;

16.4.c.3. individuals who may have access to the data;

16.4.c.4. limitations on disclosure;

16.4.c.5. procedural requirements;

16.4.c.6. security requirements;

16.4.c.7. termination of the agreement;

16.4.c.8. miscellaneous provisions;

16.4.c.9. signature page;

16.4.c.10. Research Proposal Application; and

16.4.c.11. acknowledgement of and agreement with confidentiality requirements

16.4.d. The Data Disclosure Agreement is a legally binding document that authorizes the researcher, as an agent of the WVDE, to conduct research on its behalf and which: (a) details the researcher's responsibilities with respect to protecting the privacy of the students or staff whose information are being provided as part of the study; (b) includes a signed Acknowledgement of Confidentiality Requirements for all individuals who will have access to the data provided; (c) is an assurance from the researcher that he or she will not use, reveal, or in any other manner disclose any personally identifiable information furnished, acquired, retrieved, derived, or assembled by themselves or others for any purpose other than those purposes specified in the Research Proposal Application for the research project; and (d) is an assurance from the researcher that he or she must and will comply with FERPA and these procedures.

16.4.e. The release of student data to researchers outside the agency is considered a loan of data (i.e., the recipients do not have ownership of the data).

16.4.f. Researchers are required to validate destruction of the data through the submission of the Data Destruction Assurance Form once the research is completed as part of their signed legal agreements.

16.5. Pursuant to FERPA, personally identifiable information about students may be released only to researchers authorized by the WVDE to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction with the proper legal documentation in place, including contracts, memoranda of understanding, and statements of nondisclosure and confidentiality.

16.6. Contractors, consultants, and partnering entities will never be authorized to sell or share student information.

16.7. Contractors, consultants, and partnering entities will only be provided with student information pursuant to their specific contracts, memoranda of understanding, and statements of nondisclosure and confidentiality as determined by the purpose for which the WVDE, RESAs, districts, or schools have contracted their services.

16.8. Contracts, memoranda of understanding, and statements of nondisclosure and confidentiality must require compliance with FERPA and these procedures, thereby prohibiting sale, redisclosure, or alternate use of the student information.

§126-94-17. Prior Consent for Disclosure Required.

17.1. An educational agency or institution shall obtain written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of a student, other than directory information, except as provided in Section 126-94-18.

17.2. Whenever written consent is required, an educational agency or institution may presume that the parent of the student or the eligible student giving consent has the authority to do so unless the agency or institution has been provided with evidence that there is a legally binding instrument or a court order governing such matters as divorce, separation or custody, which provides to the contrary.

17.3. The written consent required by Section 126-94-17.1 must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

17.3.a. A specification of the records to be disclosed;

17.3.b. The purpose of the disclosure; and

17.3.c. The party or class of parties to whom the disclosure may be made.

17.4. If a parent or eligible student so requests, the educational agency or institution shall provide a copy of the records disclosed.

17.5. If the parent of a student who is not an eligible student so requests, the educational agency or institution shall provide the student with a copy of the records disclosed.

§126-94-18. Prior Consent for Disclosure Not Required.

18.1. An educational agency or institution may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student if the disclosure is:

18.1.a. To other school officials, including teachers, within the educational agency or institution who have been determined by the agency or institution to have legitimate educational interest; and

18.1.b. To officials of another school or school system, or institution of post-secondary education, in which the student seeks or intends to enroll, subject to the requirements of Section 126-94-22.

18.1.c. Subject to the conditions set forth in Section 126-94-23, to authorized representatives of:

18.1.c.1. The Comptroller General of the United States;

18.1.c.2. The Secretary of the U.S. Department of Education (Secretary); or

18.1.c.3. State and local educational authorities.

18.1.d. In connection with financial aid for which a student has applied or which a student has received; provided, that personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purposes as:

18.1.d.1. to determine the eligibility of the student for financial aid;

18.1.d.2. to determine the amount of the financial aid;

18.1.d.3. to determine the conditions which will be imposed regarding the financial aid; and

18.1.d.4. to enforce the terms or conditions of the financial aid.

18.1.e. To state and local officials or authorities to whom this information is specifically:

18.1.e.1. Allowed to be reported or disclosed pursuant to state statute adopted before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or

18.1.e.2. Allowed to be reported or disclosed pursuant to state statute adopted after November 19, 1974, subject to the requirements of Section 126-94-26.

18.1.f. To organizations conducting studies for, or on behalf of, educational agencies or institutions as described in Section 126-94-16 for the purpose of: (a) developing, validating or administering predictive tests; (b) administering student aid programs; or (c) improving instruction; provided, that the studies are conducted in a manner that will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted; the term "organizations" includes, but is not limited to federal, state, and local agencies, and independent organizations.

18.1.g. To accrediting organizations in order to carry out their accrediting functions.

18.1.h. To parents of a dependent student.

18.1.i. To comply with a judicial order or lawfully issued subpoena; provided, that the educational agency or institution makes a reasonable effort to notify the parent of the student or the 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:

18.1.i.1. 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;

18.1.i.2. 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

18.1.i.3. A judicial order or subpoena issued in a court proceeding involving child abuse and neglect or dependency matters in which the parent of the student is a party.

18.1.i.4. If the educational agency or institution initiates legal action against a parent or student and has complied with Section 126-94-18.1.i, it may disclose education records that are relevant to the action to the court without a court order or subpoena.

18.1.j. To appropriate parties in health or safety emergency subject to the conditions set forth in Section 126-94-24.

18.1.k. To an agency caseworker or other representative of a state or local child welfare agency who has the right to access a student's case plan when such agency or organization is legally responsible in accordance with state law for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state laws and regulations applicable to protecting the confidentiality of a student's education records.

18.1.l. The disclosure is information the educational agency or institution has designated as "directory information".

18.1.m. The disclosure is to the parent of a student who is not an eligible student or to the student.

18.1.n. The disclosure is to an alleged victim of any crime of violence, as that term is defined in 18 U.S.C. § 16, of the results of any disciplinary proceeding conducted by an institution of post-secondary education against the alleged perpetrator of that crime with respect to that crime.

18.2. This section does not forbid an educational agency or institution to disclose, nor does it require an educational agency or institution to disclose, personally identifiable information from the education records of a student to any parties under this section, with the exception that parents of a student who is not an eligible student and the student must have access.

18.3. For records of special education students, each participating agency shall maintain, for public inspection, a current listing of the names and positions of those employees within the agency who may access personally identifiable information.

§126-94-19. Disciplinary Information.

19.1. If a student transfers to another school in the state, the principal of the school from which the student transfers shall provide an official record of any disciplinary action taken against the student to the principal of the school to which the student transfers, (W. Va. Code §18A-5-1a) subject to requirements of Section 126-94-22.

19.2. The educational agency includes in the records of a student with a disability under Policy 2419 a statement of any current or previous disciplinary action that has been taken against the student and transmits the statement to the same extent that the disciplinary information is included in, and transmitted with, the student records of non-disabled students.

19.2.a. The statement may include a description of any behavior engaged in by the student that required disciplinary action, a description of the disciplinary action taken, and any other information related to the safety of the student and other individuals involved with the student.

19.2.b. If the student transfers from one school to another, the transmission of any of the

student's records must include both the student's current IEP and any statement of current or previous disciplinary action that has been taken against the student.

19.3. A public agency reporting a crime committed by a student with a disability under Policy 2419 shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports the crime, but only to the extent permitted by this policy's provisions regarding disclosure of education records.

§126-94-20. Record of Disclosure Required to be Maintained.

20.1. An educational agency or institution shall for each request for access to and each disclosure of personally identifiable information from the education records of a student maintain a record kept with the education records of the student that indicates:

20.1.a. The parties who have requested or obtained personally identifiable information from the education records of the student;

20.1.b. The date access was given; and

20.1.c. The legitimate interest these parties had in requesting or obtaining the information.

20.2. If an educational agency or institution discloses information with the understanding that the party receiving the information may make further disclosures, the record of disclosure must include the names of the additional parties to which the receiving party may disclose the information on behalf of the educational agency or institution and the legitimate educational interests each of the additional parties has in requesting the information.

20.3. Section 126-94-20.1 does not apply to: (a) disclosures to a parent of a student or an eligible student, (b) disclosures pursuant to the written consent of a parent of a student or an eligible student when the consent is specific with respect to the party or parties to whom the disclosure is to be made, (c) disclosures to school officials, (d) disclosures of directory information, or (e) disclosures to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing 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.

20.4. The record of disclosures may be inspected:

20.4.a. By the parent of the student or the eligible student;

20.4.b. By the school official and his or her assistants who are responsible for the custody of the records; and

20.4.c. For the purpose of auditing the record keeping procedures of the educational agency or institution by the parties authorized in and under the conditions set forth in Section 126-94-18.1.a. and Section 126-94-18.1.c.

§126-94-21. Limitation on Redislosure.

21.1. An educational agency or institution may disclose personally identifiable information from the education records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that:

21.1.a. The personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents, but only for the purposes for which the disclosure was made.

21.1.b. An educational agency or institution may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of the educational agency or institution if the parties meet the requirements of Section 126-94-18 and required records of disclosure under Section 126-94-20.

21.2. Section 126-94-21.1 does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas, to disclosures of directory information or to disclosures to a parent or student. Except for these disclosures, an educational agency or institution shall inform a party to whom disclosure is made of the requirements of this section.

21.3. If the WVDE or the Family Policy Compliance Office of the U.S. Department of Education determines that a third party improperly rediscloses personally identifiable information from education records, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.

21.4. Researchers, contractors, and other parties who violate the terms of the contracts, memoranda of understanding, and/or statements of nondisclosure and confidentiality with respect to the redisclosure or sale of student education records, including personally identifiable information, will be subject to legal action.

§126-94-22. Conditions for Disclosure to Officials of Other Schools and School Systems.

22.1. An educational agency or institution transferring the education records of a student to officials of another school, school system or institution of post-secondary education where the student seeks to enroll shall:

22.1.a. Make a reasonable attempt to notify the parent of the student or the eligible student of the transfer of the records at last known address of the parent or eligible student, unless:

22.1.a.1. The transfer of records is initiated by the parent or eligible student at the sending agency or institution, or

22.1.a.2. The agency or institution includes in its annual notice that it forwards education records on request to other agencies or institutions in which a student seeks or intends to enroll;

22.1.b. Provide the parent of the student or the eligible student, upon request, a copy of the record that was transferred; and

22.1.c. Provide the parent of the student or the eligible student, upon request, an opportunity

for a hearing under these procedures.

22.2. If a student is enrolled in more than one school, or receives services from more than one school, the schools may disclose information from the education records of the student to each other without obtaining the written consent of the parent of the student or the eligible student; provided, that the disclosure meets the requirements of Section 126-94-22.1.

§126-94-23. Disclosure to Certain Federal and State Officials for Federal Program Purposes.

23.1. The Comptroller General, Secretary or state and local educational authorities may have access to education records in connection with the audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements which relate to these programs.

23.2. Except when written consent of the parent of a student or an eligible student has been obtained for disclosure, or when the collection of personally identifiable information is specifically authorized by federal or state law, any information collected under Section 126-94-23.1 shall be protected in a manner that does not permit the personal identification of students and their parents by other than those officials, and personally identifiable data shall be destroyed when no longer needed for such audits, evaluation, or enforcement of or compliance with federal and state legal requirements.

§126-94-24. Conditions for Disclosure in Health and Safety Emergencies.

24.1. An educational agency or institution may disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

24.2. The factors to be taken into account in determining whether personally identifiable information from the education records of a student may be disclosed under this section shall include the following:

24.2.a. The seriousness of the threat to the health or safety of the student or other individuals;

24.2.b. The need for the information to respond to the emergency;

24.2.c. Whether the parties to whom the information is disclosed are in a position to address the emergency; and

24.2.d. The extent to which time is of the essence in addressing the emergency.

24.3. Nothing in this policy shall prevent an educational agency or institution from:

24.3.a. Including in the educational records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;

24.3.b. Disclosing appropriate information maintained under Section 126-94-24.3.a. to teachers and school officials within the agency or institution who the agency or institution has determined have

legitimate educational interests in the behavior of the student; or

24.3.c. Disclosing appropriate information maintained under Section 126-94-24.3.a. to teachers and school officials in other schools who have been determined to have legitimate educational interests in behavior of the student.

24.4. Sections 126-94-24.1 and 126-94-24.3 shall be strictly construed.

§126-94-25. Conditions for Disclosure of Directory Information.

25.1. An educational agency or institution may disclose personally identifiable information from the education records of a student who is in attendance at the institution or agency if it has given notice that information has been designated as directory information.

25.2. An educational agency or institution may disclose directory information from the educational records of an individual who is no longer in attendance at the agency or institution without following the procedures under Section 126-94-25.3.

25.3. In order to designate directory information, an educational agency or institution shall give public notice of the following:

25.3.a. The categories of personally identifiable information the institution has designated as directory information;

25.3.b. The right of the parent of the student or the eligible student to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information, including the right of the parent to refuse to permit the designation of names, addresses, and telephone numbers of their children as directory information for purposes of providing the information to military recruiters as set forth in Section 126-94-32; and

25.3.c. The period of time within which the parent of the student or the eligible student must inform the agency or institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student.

25.4. All county boards of education shall, at a minimum, establish that the names, addresses, and telephone numbers of secondary school students are designated as directory information for the purposes of providing the information to military recruiters as set forth in Section 126-94-32. Further all county boards of education shall, at a minimum, establish that a student's name, address, grade level, date of birth, and photograph be designated and maintained as directory information for each student.

25.5. Once the county board of education establishes directory information, it shall provide access to established directory information to any person or group which makes students aware of educational, occupational, and career opportunities available in the armed services.

25.6. The county board of education may provide access to established directory information to other persons or groups as determined by board action.

§126-94-26. Juvenile Justice System.

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26.1. If reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, an educational agency or institution may disclose education records under Section 126-94-18.1.e.

26.2. The officials and authorities to whom the records are disclosed shall certify in writing to the educational agency or institution that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the student.

§126-94-27. Safeguards for Students with Exceptionalities, Information Collected under Policy 2419.

27.1. Each participating agency shall protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.

27.2. One official at each participating agency shall assume responsibility for ensuring the confidentiality of any personally identifiable information collected under Policy 2419 and IDEA.

27.3. All persons collecting or using personally identifiable information must receive training or instruction regarding the state's policies and procedures under this policy and Policy 2419.

27.4. Each participating agency shall maintain for public inspection, a current listing of the names and positions of those employees within the agency who may have access to personally identifiable information of identified special education students.

27.5. A complaint may be filed with the WVDE office charged with overseeing and administering special education programs, if it is alleged that the confidentiality of personally identifiable information regarding a student with an exceptionality in accordance with the requirements of this policy and Policy 2419 has been violated. This is in addition to the right to file a complaint with appropriate officials at the WVDE and/or the U.S. Department of Education, as described in Section 126-94-28.

§126-94-28. Enforcement Authority.

28.1. The state superintendent of schools designates data governance staff at the WVDE to:

28.1.a. provide guidance and technical assistance to all educational agencies and institutions to ensure understanding and compliance with applicable state and federal privacy regulations and guidance, to include these procedures (126CSR94); the Student DATA Act; WVDE's *Data Access and Management Guidance*; FERPA; and other applicable regulations;

28.1.b. provide regular training to key staff at educational agencies and institutions within the state to ensure understanding of data privacy requirements and responsibilities under applicable state and federal regulations;

28.1.c. act as the primary review entity in the state to monitor and enforce privacy regulations with respect to all programs for which the WVDE has administrative responsibility, including:

28.1.c.1. conducting routine audits to ensure ongoing compliance with laws and regulations and state security policies and procedures as required by the Student DATA Act;

28.1.d. investigate, process, and review complaints and violations related to student data privacy under these procedures and other applicable laws and regulations;

28.1.d.1. as warranted by investigations or reviews conducted in accordance with these procedures, and as deemed appropriate by the state superintendent of schools or designee, refer allegations of FERPA violations to the Family Policy Compliance Office, U.S. Department of Education, for federal review; and

28.1.e. prepare such reports and publications as may be necessary and expedient to monitor and ensure compliance with applicable laws regarding student data collection, management, maintenance, and disclosure.

28.2. WVDE data governance staff may require educational agencies or institutions to submit reports or other evidence containing information necessary to resolve complaints of privacy violations under applicable laws and regulations.

28.3. For issues relating to compliance with federal laws and regulations, the Secretary designates:

28.3.a. the Family Policy Compliance Office to provide technical assistance to ensure compliance with FERPA and applicable federal regulations and to investigate and review complaints and violation under FERPA

28.3.b. the Office of Administrative Law Judges to act as the Review Board required under FERPA to enforce it with respect to all “applicable programs” as defined in the General Education Provisions Act, 20 U.S.C. § 1221(c).

28.4. The Family Policy Compliance Office may require an educational agency or institution to submit reports containing information necessary to resolve complaints under FERPA and applicable federal regulations.

28.4.a. Such reports may be in addition to information requested by WVDE personnel for investigating complaints at the state level.

§126-94-29. Complaint Procedure.

29.1. A parent, eligible student, or school official may file a complaint with WVDE data governance staff at regarding an alleged violation under applicable privacy regulations. Complaints may be submitted via email (ZoomWV@help.k12.wv.us), fax (304-558-1613), or postal mail (WVDE Data Governance Team, 1900 Kanawha Boulevard East, Building 6, Charleston, WV 25305-0330).

29.2. A complaint must contain specific allegations of fact giving reasonable cause to believe that a violation of applicable regulations has occurred. The complaint shall be submitted on the prescribed form and signed by the person making the complaint.

29.3. WVDE personnel will investigate each timely complaint to determine whether the educational agency or institution, contractor, researcher, or other party has failed to comply with applicable privacy regulations.

29.3.a. A timely complaint is defined as an allegation of a violation of applicable student data privacy regulations that is submitted to the WVDE within 180 days of the alleged violation or the date that the complainant knew or reasonably should have known of the alleged violation.

29.3.b. This time limit may be extended if the complainant shows that he or she was prevented by circumstances beyond his or her control from submitting the matter within the time limit, or for other reasons considered sufficient by the WVDE data governance staff.

29.4. If a complaint does not meet the requirements of Section 126-94-29.2 or Section 126-94-29.3, the WVDE will notify the complainant that no investigation will be initiated.

29.4.a. If appropriate, a complainant may be referred to other avenues of relief more suitable to his or her stated concerns, such as the citizens' conflict resolution process (126CSR188, WVBE Policy 7211, *Conflict Resolution Process for Citizens*) or the system for resolving disputes related to the implementation of state and federal special education laws and regulations (as described in Policy 2419).

29.5. If a complaint is determined to have merit, the WVDE data governance staff will begin an investigation and will notify the educational agency or institution, contractor, researcher, or other party suspected to be in violation, and the complainant accordingly. Notices will:

29.5.a. include the substance and key facts of the alleged violation;

29.5.b. request a response from the educational agency or institution, contractor, researcher, or other party via telephone or web-enabled conference, email, or formal letter, dependent on the severity of the allegation; and

29.5.c. insofar as possible, respect the confidentiality of the complainant.

29.6. WVDE data governance staff, in conjunction with other WVDE personnel, as appropriate, will review all available evidence pertaining to the allegation, including the complaint and the response, and may request additional information or evidence from the parties.

29.7. Following the investigation, WVDE data governance staff will provide to the complainant and the respondent a written notification of the findings and the relevant evidence forming the basis for the findings. Telephone, email, or web-enabled conference notification may also accompany notifications to respondents, as appropriate.

29.8. If the WVDE personnel reviewing the complaint find that the educational agency or institution, contractor, researcher, or other party did not comply with applicable regulations, the notice under Section 126-94-29.7 will:

29.8.a. include specific instructions that will enable the party to comply;

29.8.b. offer specific training, coaching, resources, and other technical assistance from the WVDE to support compliance;

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29.8.c. provide a reasonable period of time, given all the circumstances of the situation, during which the party may work toward voluntary compliance; and

29.8.d. establish interim dates within the period of time established under Section 126-94-29.8.c. for reporting and verifying progress toward voluntary compliance.

29.9. If the WVDE personnel reviewing the complaint find that the educational agency or institution, contractor, researcher, or other party has willfully disregarded or exhibited a pattern of noncompliance with FERPA or other applicable federal regulations, the WVDE may refer the issue to the Family Policy Compliance Office, U.S. Department of Education, for investigation and enforcement.

29.10. A parent or eligible student may also file a written complaint with the Family Policy Compliance Office regarding an alleged violation under FERPA and applicable federal regulations. Complaint forms may be obtained online at <http://familypolicy.ed.gov/complaint-form> or by calling 202-260-3887. Completed forms should be emailed to FERPA.Complaints@ed.gov or mailed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

29.11. A complaint must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA or applicable federal regulations has occurred.

29.12. All resultant reviews or investigations, notifications of findings, and instructions for remedying noncompliance will adhere to the standard procedures and practices of the Family Policy Compliance Office, as established by FERPA.

§126-94-30. Enforcement Procedures.

30.1. If an educational agency or institution, contractor, researcher, or other party fully complies during the period of time established under Section 126-94-29.8.c, WVDE data governance staff will provide a notice of compliance after reports and/or verification of voluntary compliance have been confirmed by WVDE personnel.

30.2. If an educational agency or institution, contractor, researcher, or other party does not comply during the period of time established under Section 126-94-29.8.c, the WVDE, may, in accordance with state laws and policies:

30.2.a. file a report with the West Virginia Office of Education Performance Audits (OEPA) detailing an educational agency or institution's failure to comply with mandatory privacy regulations and recommending that the OEPA consider such failure in reviews of the agency or institution's performance;

30.2.b. include an indicator on school performance score cards designating noncompliance with privacy regulations for the year in which the violation(s) occurred and until the agency brings itself into compliance

30.2.c. seek legal action against contractors, researchers, or other parties found to be in violation of contract provisions, or nondisclosure and confidentiality agreements;

30.2.d. refer the issue to the state superintendent of schools for consideration of potential action against a teaching license for egregious or repeated violations; and/or

30.2.e. refer the issue to the Family Policy Compliance Office, as applicable, for investigation and enforcement.

30.3. If the Family Policy Compliance Office determines that an educational agency or institution has failed to comply with FERPA and/or other applicable federal regulations, failure to comply voluntarily in a timely manner may result in repercussions from the Secretary, in accordance with the General Education Provisions Act, 20 U.S.C. § 1234:

30.3.a. withholding further payments under any applicable program;

30.3.b. issuance of a complaint to compel compliance through a cease and desist order; or

30.3.c. termination of eligibility to receive funding under any applicable program.

§126-94-31. Collection and Use of Student Social Security Numbers.

31.1. A social security number is personally identifiable information and, therefore, its use must comply with the provisions of this policy, FERPA, and W. Va. Code §18-2-5f.

31.1.a. No public or private elementary or secondary school shall display any student's social security number for identification purposes on class rosters or other lists provided to teachers, on student identification cards, in student directories or other listings, on public postings or listings of grades, or for any other public identification purpose unless specifically authorized or required by law.

31.1.a.1. Compliance will be required of Exemption B private, parochial, or other approved schools for county board of education approval, W. Va. Code §18-8-1(b).

31.1.b. The student social security number may be used for internal record keeping purposes or studies.

31.1.c. The student social security number or alternative number is required for enrollment or attendance in public schools.

31.1.c.1. The county board of education must request from the parent, guardian, or responsible person the social security number of each child who is currently enrolled in the county school system.

31.1.c.2. Prior to admittance to a public school in the state, the county board of education must request from the parent, guardian, or responsible person the social security number of each child who is to be enrolled.

31.1.c.3. The county board of education must inform the parent, guardian, or other responsible person that, if he or she declines to provide the student social security number, the county board of education will assign the student an alternate nine digit number as designated by the WVBE.

31.1.d. For any student who is attending a public school and for whom a social security number has not been provided, the county board shall make a request annually to the parent, guardian, or other responsible person to furnish the social security number.

§126-94-32. Release of List of High School Students to Military Recruiters.

32.1. Pursuant to federal law, 20 U.S.C. § 7908, *Armed Forces Recruiter Access to Student and Student Recruiting Information*, and 10 U.S.C. § 503, *Enlistments: Recruiting Campaigns; Compilation of Directory Information*, all county boards of education are required to provide military recruiters, upon request, with the names addresses and telephone numbers of secondary school students unless the parents/guardians have advised the county board of education that they do not want their students' information disclosed without prior written consent as set forth in Section 126-94-25.

32.2. Each county board of education shall provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

§126-94-33. Severability.

33.1. If any provision of this rule or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this rule.