

PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT



701 Stafford Drive Princeton, WV 24740

POLICY: Student Records—Accessibility

Effective Date: August 2018

TITLE: Accessibility of Student Records

RATIONALE: To ensure the rights of students to access and review their records.

POLICY/PROCEDURE:

You have the right to inspect your personal educational records. All educational records are maintained in the Education Director's Office. Any student, upon proper identification, may request to see the material contained in his/her file. You may have copies of your personal educational records from Princeton Rescue Squad upon receipt of \$3.00 per document.

No other person may see or obtain copies of these records without signed written consent of the student involved except representatives of governmental agencies authorized under the FERPA of 1974 and its amendments. Students may sign an authorization of release form available in the Education Director's Office granting access to their records to individuals they designate on the form.

RESPONSIBLE PERSONNEL:

All Instructional Faculty, Staff, and Administration