



## PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

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701 Stafford Drive Princeton, WV 24740

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**POLICY:** Student Records—Confidentiality

**Effective Date:** February 2019

**TITLE:** Confidentiality of Student Records

**RATIONALE:** To ensure the confidentiality of student records.

**POLICY/PROCEDURE:**

In keeping with the Family Educational Rights and Privacy Act (FERPA) of 1974, a student's grades within a course are to be treated as confidential and are to be disclosed only to the student personally. The public posting of student grades by name, social security number, or any form of student identification is prohibited. This applies to final grades as well as to scores on any one test, quiz, examination, or other evaluative instrument.

**RESPONSIBLE PERSONNEL:**

All Instructional Faculty, Staff, and Administration