

Student Records & Records Release Policy (approved 5/27/2014)

PSCS will adhere to the North Carolina Policies regarding students' records and release of student records.

MAINTENANCE OF SCHOOL RECORDS

I. GUIDELINES

A. Records Preservation

1. The Division of Archives and History, State Department of Cultural Resources, recommends permanent records be microfilmed two years after the student graduates or leaves the school. For more information regarding preservation of student records, contact the Government Records Branch located at 215 North Blount Street in Raleigh, North Carolina. Telephone number (919) 807-7280. Mailing address: Mail Service Center # 4615 Raleigh NC 27699-4615.

2. The Division of Archives and History, State Department of Cultural Resources has established guidelines for the retention of LEA and school records in its publication, Records Retention and Disposition Schedule for Local Education Agencies.

This document can be found on the Internet at:

www.ah.dcr.state.nc.us/records/local/schoolschedulefinal.pdf.

3. For purposes of an Average Daily Membership (ADM) Audit, the Division of School Business recommends that all manual attendance and entry-withdrawal documents be maintained for one year following the school-year for which the documents were used.

4. The North Carolina Department of Public Instruction does not maintain transcripts or student records. For General Education Diploma (GED) transcripts or information, please call the North Carolina Community College System at 919.807.7100 or you may visit their web site at www.ncccs.cc.nc.us/Basic_Skills/ged.htm. For information about K-12 public school records, please contact your school system directly. Also, please contact the school district if your school has been closed or consolidated. If they did not maintain the records for a closed school, please contact the North Carolina Office of Archives and History online at www.ah.dcr.state.nc.us/ or by telephone 919.807.7280.

SOCIAL SECURITY NUMBER

The Department of Public Instruction will not use a student's Social Security Number (SSN) as a statewide unique student identification number. The Family Educational Rights and Privacy Act (FERPA) has identified the SSN as non-directory information. Schools cannot require a parent, guardian, or student to provide a Social Security Number.

A. Schools must enter the SSN if provided, in NCWISE. The SSN field in NCWISE is not a required field and can be left blank only if the SSN is unknown or not provided.

B. Federal law prohibits a school from requiring a student to report his/her SSN.

C. NCDPI / LEAs / Schools may not collect an SSN from an individual unless authorized by law to do so or unless the collection of the SSN is otherwise imperative for the performance of that agency's duties and responsibilities as prescribed by law and the need is clearly documented. Page 58 of 72

TRANSFER OF STUDENT RECORDS

When any child transfers from one school system to another school system, the receiving school shall, within 30 days of the child's enrollment, obtain the child's record from the school from which the child is transferring. If the child's parent, custodian, or guardian provides a copy of the child's record from the school from which the child is transferring, the receiving school shall, within 30 days of the child's enrollment, request written verification of the school record by contacting the school or institution named on the transferring child's record. Upon receipt of a request, the principal or the principal's designee of the school from which the child is transferring shall not withhold the record or verification for any reason, except as is authorized under the Family Educational Rights and Privacy Act. Any information received indicating that the transferring child is a missing child shall be reported to the North Carolina Center for Missing Persons. (G.S. 115C -403)