

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Transmitting Records to Correctional Facilities

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The existing laws, regulations, policies, and procedures that pertain to the collection, maintenance and disclosure of individually identifiable data allow for the flow of information from one educational program to another. Following the decision of a judge to place a child in a correctional facility, the probation officer will notify the Board of Education that the individual has been adjudicated. A request will be sent to the Board asking that educational placement information be forwarded to the correctional facility to which the student has been assigned. The education information and data that will generally be needed will fall in the following categories:

1. School transcript from the most current school in which the individual was enrolled.
2. Results of any recent intelligence and/or achievement tests.
3. Psychological and/or psychiatric evaluations.
4. Other pertinent evaluation data which has relevance for the child's educational program.
5. Some description of the educational program in which the child was enrolled.
6. If the child was enrolled in a program for exceptional children, a copy of the IEP.

In order to implement this process, the Director of Student Affairs will be the contact person once placement in a correctional facility has occurred. The probation officer or juvenile authorities will contact the Director of Student Affairs indicating a request for information or records. The Office of Student Affairs will, in turn, contact the student's home school, the Office of Psychological Services, the Office of Exceptional Children, and the Kanawha County Schools record room to collect the necessary information. This information will then be forwarded to the correctional facility.

The Director of Student Affairs will maintain records showing what information was sent, when it was sent, and to whom it was sent. All precautions will be taken to guarantee confidentiality of records.