**PSRC Meeting Minutes**

**Wednesday, January 15, 2020**

**10:00 AM-1:00pm**

**Library of Virginia 800 E. Broad St. Richmond, VA 23219**

**Welcome and Introductions -**

**Emeline Alexander-** Library of Virginia**, Tammy Norman-** Stafford County Public Schools, **Pam Stewart-** Loudoun County Public Schools, **Holly Cobb**-Hampton City Schools , **Shannon Berna-** Fredericksburg City Public Schools**, Judy Filmeck** -Fredericksburg City Public Schools**, Pamela S. Hayworth-** Williamsburg James City County Public Schools, **Cheryl Tibbs**-Prince William County, **Penny Norton**- Newport News Public Schools, **Bill Berry**-Orange County Public Schools, **Nicholas Minor**-Prince William county, **Melissa Goodrich**-Newport News Public Schools, **Phillip Griffi-** Smyth County Public Schools, **Jeff Wick**-Caroline County Public Schools, **Shannon Davis**-Harrisonburg Schools, **Vanessa Wigard**- VDOE, **Bridget Jones**- Scribbles Speaker, **Lisa Boatwright**-Speaker Executive Director of Policy

* Scribbles K12 Transfer Demo- **Speaker Bridget Jones**-Records management for Transfer students

Notes are attached

* Soc 2 type ll Certified and FREPA Compliant-insures FERPA compliance
* Designed k-12 schools
* School to school records requests and fulfillment
* Comprehensive reporting
* Assists with student retention and recruitment
* Identity Protection
* Age reporting
* Student Consent, Force an upload of sign release
* Aging report
* Identity Protection
* The 4 tests
* What I discussed?
* Where the discussion takes place?
* Who is listening?
* Why is the discussion taking place?
* Student records-Faxing and emailing is a liability-unless it is encrypted, Scribbles makes sure you are always in compliance when using their product.
* Executive Director of Policy, Legal Services & Title IX- **Lisa Boatwright**

Notes are attached

* Staying out of the Middle of Custody Issues:
* Interpreting Court Orders & Resolving Parental Disputes

**Custody Orders and Visitation**

Types of Custody Orders

* Joint custody
* Joint physical
* Any joint physical custody
* Sole Custody-Judges order

**What Does the Law say?**

* We (schools) have no legal standing for our own interpretation
* Non-custodial parent-
  + they still have rights to participate in school activities,
  + they can be an emergency contact,
  + Not necessarily for picking up a child.

**Court Orders-What should you look for?**

* Sole or Joint custody
* One parent as having final authority over educational decisions
* Supervised visitation requirement
  + We(schools) should not provide supervised visitation- it is not recommended for schools as another adult will always have to be there to supervise
* Protective order restraining order, or a permanent injunction
* Restrictions on a parent accessing school records or info about the child.
* Termination of parental rights
* **Is the information getting to the correct staff member who** **need to know?**
* **Custody is always subject to change, by the court.**

**Protective order and legal order what is it really?**

* Legal doc issued by a judge to protect the health and safety of a person or victim

**Understand the limitations-**

* if need to, contact legal counsel or school officer

**Who can pick kids from school?**

* Pre-Test page in notes
* It should be stated in you SIS

**Exceptions to FERPA notice requirements Parental Disputes About Access to student Records**

* Refer to notes

**State law limiting student records Access**

* Refer to notes
* Open round table discussion questions-
* Discipline retention Schedule-
* retention is only 5 years It will need to be deleted after every 5 years...
* The exception being expulsion cases-
  + 5 years after the student graduates
  + Emeline stated this issue is already to be looked at hopefully this summer

J**ean Harper-Smith Frederick County Public:**

**Q:** Student database retention - are most districts using the database as the original or the paper copies?

**A:** Some items –for just the 5 year-test scores, pals.

**Q:** Email retention - do most districts have their emails set up on a retention schedule?

**A:** Not really?

**Carol Antone- Powhattan County:**

**Q:** What is required by State and Federal Law vs. what school systems require as it pertains to record-keeping?

**A:** We follow the Library of VA retention schedule.

**Q:** What parents need to provide before a child can enroll. If they don't have all the documents, how much time should they be given to supply them? What can they start without?

**A:** Legal parent or guardian, Birth Certificate (unless the parent states no, then we can use the number) Don’t make a copy of a copy of the Birth Certificate(30 days) or Affidavit, 3 forms of proof of residency(10 days for the 2 other forms), immunizations.

**Q:** What affidavits are available or allowed? Fees and Programs for McKinney-Vento students. Help determining who and what circumstances qualify.

**A:** Please refer to last month’s McKinney-Vento presentation (Library of Virginia website)

**Shannon Davis- Harrisonburg City Public Schools:**

**Q:** Navigating the legal vs. preferred name issue for transgender students. We have reached out to the VDOE for guidance regarding reporting, but we haven't received a response. Direction from the VDOE is non-existent or incredibly vague. I would love to hear how other districts are addressing this issue in terms of electronic and paper records.

One School Offered:

**A:** If it happens while you are a student, then we will go back and change it-compared to when someone gets married. Although we do not change historical records.

Most schools agreed

**A:** Case by case.

**A:** Or if it has been court ordered, then they will do according to the case results

**Q:** What to do when a child has expressed self-harm?

**A:** Most all agree it should go in the Health folder and would be removed 5 years after graduation. Re-entry plan- intervention implementation for a health folder.

GS21 Revisions/Focus Group-

* **The first meeting will be held Wednesday, Feb 19th at the Library of Virginia from 10-1pm**

Next Public Schools Records Consortium meeting-

* **Will be Wednesday, March 11th at the Library of Virginia from 10am-1pm**

Tammy Norman-Meeting adjourned at 1pm