

Gilmer County High School  
300 Pine Street  
Glennville, West Virginia 26351

POLICY # 5125.6

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

date \_\_\_\_\_

FROM: \_\_\_\_\_ high school principal/representative

RE: Notification of destruction of student records

Date of student departure \_\_\_\_\_

This is to inform you that upon your departure as a student of Gilmer County High School, your records will be maintained for four years. During this time you have the right to amend your student records. Records include category "A" which includes all official administrative records that constitute the essential personal data and information necessary for the operation of the school system; and category "B" which includes verified information of clear importance, but not absolutely necessary to the school in helping the student or in protecting others.

After the four years have expired from your date of departure, your records will be put on microfilm and stored at the Board of Education office. At that time, Gilmer County School officials will destroy any information in category "B" which they feel is not absolutely necessary to the school in helping the student or in protecting others.

If you desire to review your educational records, you should contact the principal of the school which you attended and request an appointment to inspect and review your educational records.

---

(for office use only)

name of student \_\_\_\_\_

address \_\_\_\_\_ phone no. \_\_\_\_\_

date of school departure \_\_\_\_\_

date of notification of destruction of student records \_\_\_\_\_

comments