

Warren County Schools

Directive by Superintendent to Expunge Long-Term Record

Pursuant to NC GS §115C-402-b and Warren County Schools Local School Board Policy §4345 C-2

Date of Request:

[Empty box for Date of Request]

To: PowerSchool Coordinator, Warren County Schools

Please expunge the discipline record of suspension longer than 10 days (long-term 365 days and expulsion hereafter referred to as "long-term") listed below from PowerSchool and the student's cumulative folder. Sign the bottom portion of this form, and return a copy to the superintendent's office once completed.

Completed by Superintendent's Office

Student's Information

ID Number

[Empty box for ID Number]

Last Name

[Empty box for Last Name]

First Name

[Empty box for First Name]

School

[Empty box for School]

Long-Term Record to be Expunged

Suspension Date

[Empty box for Suspension Date]

Suspension Number

[Empty box for Suspension Number]

Description of Suspension

[Empty box for Description of Suspension]

Note: Form should be completed for each long-term record to be expunged.

Superintendent's Signature

Date

Completed by PowerSchool Coordinator

The above long-term suspension record has been removed from the student's cumulative folder and deleted from the PowerSchool Student Information System.

PowerSchool Coordinator's Signature

Date