

1 The Transylvania County Board of Education (the “board”) seeks to provide a work and school  
2 environment free from violence or the threat of violence against employees, students, or other  
3 persons. The board encourages eligible individuals to participate in the North Carolina Address  
4 Confidentiality Program established pursuant to Chapter 15C of the General Statutes. This  
5 program protects the address of relocated victims of domestic violence, sexual offense, stalking,  
6 or human trafficking to prevent a victim’s assailants or potential assailants from finding the  
7 victim through public records. The program provides participants with the use of a substitute  
8 mailing address and denies public access to a participant’s actual address.  
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10 **A. PROGRAM DETAILS**

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12 The Address Confidentiality Program is administered by the State Attorney General.  
13 Information and assistance in applying to the program may be obtained by telephone  
14 from the Attorney General’s Address Confidentiality Program Office at 919-716-6785.  
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16 Program participants receive an authorization card with a substitute mailing address that  
17 may be presented whenever an address is required. Mail sent to the substitute address is  
18 forwarded cost-free by the program to the participant at his or her residential address.  
19 **Students, parents, or school personnel enrolled in the Address Confidentiality Program**  
20 **must provide a valid authorization card if they wish to keep their home address**  
21 **confidential.**  
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23 **B. SCHOOL PERSONNEL PARTICIPANTS**

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25 The name, actual address, and telephone number of any school system personnel  
26 participating in the Address Confidentiality Program will not be open to inspection as a  
27 public record, will not be included as part of any employee directory published by the  
28 school system, and will be redacted from any record released pursuant to G.S. 115C-320,  
29 **provided the employee has provided a valid authorization card to the superintendent or**  
30 **designee.** (See policies 5070/7350, Public Records – Retention, Release, and  
31 Disposition, and 7820, Personnel Files.)  
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33 **C. STUDENT PARTICIPANTS**

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35 The school system will use the actual address of a program participant, not the substitute  
36 address designated by the Attorney General, for any purpose related to admission or  
37 assignment but will keep the actual address confidential from the public, **provided the**  
38 **student or parent has provided a valid authorization card to the principal.** Student records  
39 will reflect only the substitute address and not the student’s actual address. The student’s  
40 telephone number also will be kept confidential from the public. The parent or guardian  
41 of a student participant may request that a student’s name be withheld from any release of  
42 directory information by the school, as provided in policy 1310/4002, Parental  
43 Involvement.

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45           When transferring school records from one school to another, the transferring school may  
46 send the files to the participant (parent or guardian) via the substitute address provided by  
47 the Address Confidentiality Program to ensure confidentiality of the student’s new  
48 location.

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50 **D.       DISCLOSURE PROHIBITED**

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52           The knowing and intentional disclosure of a program participant’s actual address or  
53 telephone number to unauthorized persons is prohibited. Failure to comply with this  
54 policy may result in disciplinary action, up to and including termination. In addition,  
55 violators may be subject to criminal prosecution.

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57 Legal References: G.S. Ch. 15C; 115C-47, -320, -366(g), -402(f); 132-1.1(d)

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59 Cross References: Parental Involvement (policy 1310/4002), Domicile or Residence  
60 Requirements (policy 4120), School Assignment (policy 4150), Student Records (policy 4700),  
61 Public Records – Retention, Release, and Disposition (policy 5070/7350), Personnel Files  
62 (policy 7820)

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64 Adopted: January 19, 2016

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66 Revised: [DATE]

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