

TERRELL COUNTY BOARD POLICY
Student Records

Descriptive Code: JR
Date: 3/12/2012
Rescinds Code: JR; JR-1
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Student records are defined as information about students recorded or collected in any format by local systems or individual schools that may include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions and/or academic progress.

It is the policy of the Board of Education that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the schools of this school district. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act. Access to education records is provided to parents, guardians, and eligible students (eligible students are defined as those 18 years of age or older, those enrolled in post-secondary educational institutions, or those younger than 18 who are emancipated), to professional educators with legitimate educational interests, to those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state-supported education requirements related to those programs, and to courts and others pursuant to subpoenas or similar documents.

The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records. The Superintendent shall ensure that each principal will develop a means to notify, on an annual basis, students and parents/guardians, including non-English speaking parents, of their rights under the Family Educational Rights and Privacy Act either by letter or through a student handbook distributed to each student in the school.

The Board of Education designates certain information from student education records as “directory information”. Unless a parent/guardian or eligible student objects in writing to the principal or the school where the student is enrolled, such information will not be considered confidential and may be disclosed upon request.

Directory information is as follows:

1. Each student’s name, address, and telephone number;
2. The date and place of birth of each student;
3. Each student’s participation in clubs and sports;
4. The weight and height of a student if he or she is a member of an athletic team;
5. Dates of attendance at Terrell County Schools;

6. Awards, honors, and recognitions received during the time enrolled in the Terrell County School System.
7. Photograph, video, audio or film images or recordings; and
8. Grade level and academic average.

Student records will be forwarded without further notice to parents/guardians or eligible students to any school within or outside the Terrell County School System, upon request of the school where a student is enrolling. In dealing with the transfer of student records, the following requirements will be adhered to:

1. After receiving a written request for student records from a school, the local school system or school from which the records are requested shall mail or otherwise deliver within a period of no more than 15 calendar days a copy of all requested student records to the school to which a student has transferred. Additional requirements for transfer of records of students in special education programs are specified in Confidentiality of Personally Identifiable Information and Relations with Other Agencies.
2. Each school system or school from which the records are requested shall maintain copies of all student records for the minimum period of time required by the Common Records Retention Schedule.

Any person whose parental rights have not been revoked by court order and any guardian, or any individual acting as a parent in the absence of a parent/guardian, may inspect the education records of his/her child during the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday while school is in session.

Education records are maintained at the school where the student is enrolled and are in the custody of the principal or his/her designee.

Personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except under the following circumstances:

1. Disclosures will be made to school administrators, teachers or other professionals employed or associated by the school system who have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled upon request of that school.
3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.

4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. A reasonable effort will be made to notify parents/guardians or eligible students in advance of such disclosures.
6. Disclosures may be made, without the consent or knowledge of the eligible student or parent, to the Attorney General of the United States or his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The school system is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.
7. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions specified in 34 C.F.R. 99.31(a)(6) and (7).
8. Disclosure may be made to accrediting institutions to carry out their accrediting function.
9. Disclosures will be made in connection with a health or safety emergency.
10. Information the Board of Education has designated "directory information" may be disclosed upon request unless a parent/guardian or eligible student objects in writing to the principal of the school where his/her child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook. Directory information about former students will be disclosed upon request.
11. Disclosure of student names, addresses and telephone numbers shall be made to military recruiters and post-secondary institutions upon request, unless the student's parent(s)/guardian(s) notifies the School System in writing that they do not want their student's information disclosed without their prior written consent.

A parent/guardian or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his/her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be resolved, a parent/guardian or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, the parent/guardian or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent/guardian or eligible student may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

