

# Wilson County Board of Education

Policy Description:  Student Records Annual Notification of Rights  Page 1 of 2	Policy Number: 6.601	Amended Date: 06/03/04
	Rescinds: 400-I-D (4b)	Issued: 08/96

1 Within the first three weeks of each school year, the school system will notify  
2 parent(s)/guardian(s) of students and eligible students\* of each student's privacy rights.<sup>1</sup>  
3 For students enrolling after the above period, this information will be given to the student's  
4 parent(s)/guardian(s) or the eligible student at the time of enrollment.<sup>2</sup> The notice will  
5 include the right of the student's parent(s)/guardian(s) or the eligible student to:

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- 7 1. Inspect and review the student's education records;
- 8 2. Seek correction of items in the record which are believed to be inaccurate,  
9 misleading or in violation of the student's rights, including the right to a hearing upon  
10 request;
- 11 3. File a complaint with the appropriate state or federal officials when the school system  
12 violates laws and regulations relative to student records;
- 13 4. Obtain a copy of this policy and a copy of such educational records;
- 14 5. Exercise control over other people's access to the records, except when prior written  
15 consent is given, or under circumstances as provided by law or regulations, or where  
16 the school system has designated certain information as "directory information".  
17 Parent(s)/guardian(s) of students or eligible students have two weeks after  
18 notification to advise the school system in writing of items they designate not to be  
19 used as directory information. The records custodian will mark the appropriate  
20 student records for which directory information is to be limited and this designation  
21 will remain in effect until it is modified by the written direction of the student's  
22 parent(s)/guardian(s) or the eligible student.
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<sup>1</sup> 34 CFR § 99.4

<sup>2</sup> 34 CFR § 99.7; TCA 10-7-504

1 **DIRECTORY INFORMATION**

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3 “Directory Information” means information contained in an education record of a student  
4 which would not generally be considered harmful or an invasion of privacy if disclosed. It  
5 includes, but is not limited to the student’s name, address, telephone listing, electronic mail  
6 address, photograph, date and place of birth, major field of study, dates of attendance,  
7 grade level, enrollment status (e.g., undergraduate or graduate; full time or part time),  
8 participation in officially recognized activities and sports, weight and height of members of  
9 athletic teams, degrees, honors and awards received, and the most recent educational  
10 agency or institution attended.<sup>1</sup>

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12 Student directory information for 11<sup>th</sup> and 12<sup>th</sup> graders shall be made available upon request  
13 to persons or groups which make students aware of occupational and educational options,  
14 including official recruiting representatives of the military forces of the State and the United  
15 States.<sup>2</sup>

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23 \*The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a  
24 post-secondary school, at which time all of the above rights become the student’s rights.<sup>3</sup>

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<sup>1</sup> 34 CFR § 99.3

<sup>2</sup> TCA 49-6-406; 10 U.S.C. § 503(c)

<sup>3</sup> 34 CFR § 99.5