

# Wilson County Board of Education

Policy Description:  Student Records Inspection & Correction Procedure  Page 1 of 2	Policy Number: 6.602	Amended Date: 06/04/07
	Rescinds:	Issued: 06/03/04

1    **INSPECTION PROCEDURE**

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3    Parent(s)/guardian(s) of students and eligible students\* may inspect and review the student's education records  
4    upon written request.<sup>1</sup>

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6    Parent(s)/guardian(s) or eligible students shall submit to the records custodian a request which identifies as  
7    precisely as possible the record(s) that he/she wishes to inspect and the records custodian will contact the same  
8    to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure  
9    must be completed within 45 days from the receipt of the request.

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11    The right to inspect and review educational records includes the right to a response from school officials  
12    concerning requests for explanation and interpretation of the date. School officials shall presume that the  
13    parent/guardian has the authority to inspect and review records relating to his/her child unless the school system  
14    has been advised that the parent/guardian does not have the authority under applicable state law governing  
15    guardianship, separation and divorce.<sup>2</sup>

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17    When a record contains information about students other than the parent's/guardian's child or the eligible  
18    student, the parent(s)/guardian(s) or eligible student may not inspect and review that information.

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20    **FEES FOR COPIES**

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22    A reasonable fee for copies provided to parent(s)/guardian(s) or eligible students\* will be determined by the  
23    director of schools. A maximum of four (4) copies of the transcript will be provided free of charge. If the fee  
24    represents an unusual hardship, it may be waived in part or entirely by the records custodian.<sup>3</sup>

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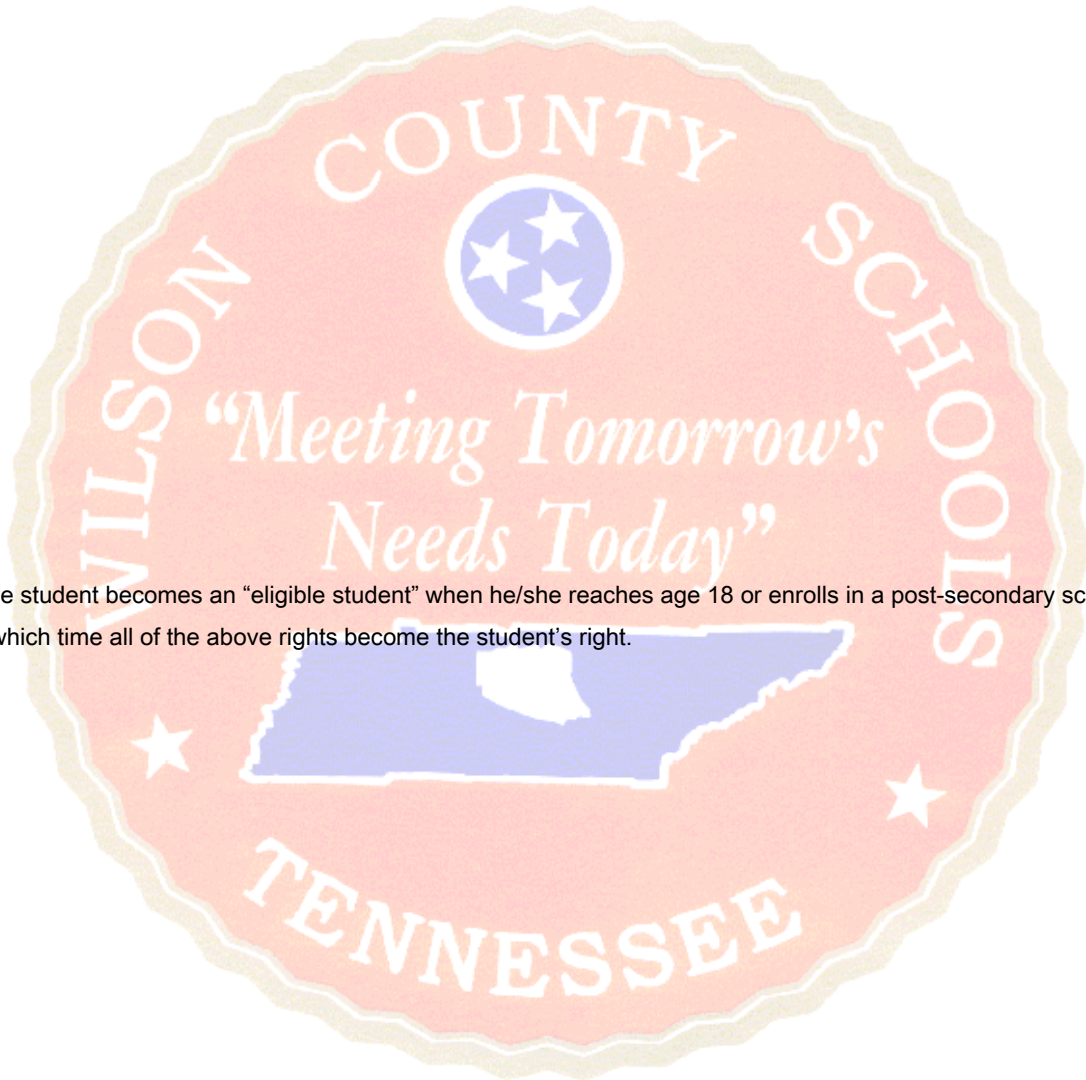
<sup>1</sup> 34 CFR § 99.10

<sup>2</sup> TRR/MS 0520-1-3-.09(5)(e)(3); 34 CFR § 99.4

<sup>3</sup> TCA 10-7-506; 34 CFR § 99.11

1 **CORRECTION PROCEDURES**

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3 Parent(s)/guardian(s) of students or eligible students\* may seek to change any part of the student's record they  
4 believe to be incorrect.<sup>1</sup> The director of schools shall develop an acceptable procedure to establish an orderly  
5 process to review and correct an education record.  
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22 \*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school,  
23 at which time all of the above rights become the student's right.  
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<sup>1</sup> 34 CFR § 99.20; 21; 22