

Wilson County Board of Education

Policy Description: Student Records	Policy Number: 6.600	Amended Date: 06/03/04
	Rescinds: 400-I-D (4a)	Issued: 08/96

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a
2 health record, attendance record and scholarship record; shall be kept current; and shall accompany
3 the student through his/her school career.¹
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5 The name used on the record of the student entering the school system must be the same as that
6 shown on the birth certificate, unless evidence is presented that such name has been legally
7 changed. If the parent does not have, or cannot obtain a birth certificate, then the name used on the
8 records of such student will be as shown on documents which are acceptable to the system as proof
9 of date of birth.
10

11 The name used on the records of a student entering the system from another school must be the
12 same as that shown on records from the school previously attended unless evidence is presented
13 that such name has been legally changed as prescribed by law.
14

15 When a student transfers and his/her records are requested from another school in the system, the
16 school shall send the original records to the transfer school.
17

18 When a student transfers and his/her records are requested form a school outside of the county, the
19 school shall keep the original records and send copies to the transfer school.
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21 Attendance records kept on each student become permanent property of the school system.
22

23 Student records shall be confidential. Only authorized school officials may have access to student
24 information for legitimate educational purposes without the consent of the student or
25 parent/guardian.²
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¹ TRR/MS 0520-1-3-.03(12)(a)

² TCA 10-7-504(4); U.S.C.A. 20-1232g