

Elizabethton City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: 09/18/14
		Rescinds: 6.600	Issued: 07/12/90

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health
 2 record, attendance record, and scholarship record; shall be kept current; and shall accompany the
 3 student through his/her school career.¹

4 The name used on the record of the student entering the school system must be the same as that shown
 5 on the birth certificate, unless evidence is presented that such name has been legally changed. If the
 6 parent does not have, or cannot obtain a birth certificate, then the name used on the records of such
 7 student will be as shown on documents which are acceptable to the system as proof of date of birth.

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

11 When a student transfers to another school within the system, copies of the student's records, including
 12 the student's disciplinary records, shall be sent to the transfer school.³

13 When a student transfers to a school outside the system, copies of the student's records, including the
 14 student's disciplinary records, shall be sent to the transfer school.³

15 All records shall be remitted in accordance with the Family Education Rights and Privacy Act
 16 (FERPA).

17 Attendance records kept on each student become permanent property of the school system.

18 The combined school report shall be made by the principal and is due in the director of schools' office
 19 no later than the fifth (5th) day following the end of the reporting period. Complete data relative to all
 20 withdrawals shall be included in this report.

21 The principal's annual report is due in the director of schools' office no later than five (5) days
 22 following the last day of the school year.

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 parent/guardian.

Legal References

1. TRR/MS 0520-1-3-.03(12)(a)
2. TCA 10-7-504(a)(4); 20 USC 1232g
3. TCA 49-6-3001(c)(1)

Cross References

- School Board Records 1.407
- Promotion and Retention 4.603
- Attendance 6.200
- Child Custody/Parental Access 6.209

Disciplinary Hearing Authority 6.317
AIDS 6.404