

Franklin Special Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Annual Notification of Rights	Descriptor Code: 6.601	Issued Date: 05/11/15
		Rescinds: 6.601	Issued: 01/08/01

1 PARENTAL NOTIFICATION OF RIGHTS

2 Within the first three weeks of each school year, the school system shall notify parent(s) of students of
3 each student's privacy rights.¹ For students enrolling after the above period, this information shall be
4 given to the student's parent(s) or the eligible student at the time of enrollment.² The notice will include
5 the right of the student's parent or guardian to:⁶

- 6 1. Inspect and review the student's education records;
- 7 2. Seek correction of items in the record which are believed to be inaccurate, misleading or in
8 violation of the student's rights, including the right to a hearing upon request;
- 9 3. File a complaint with the appropriate state or federal officials when the school system violates
10 laws and regulations relative to student records;
- 11 4. Obtain a copy of this policy and a copy of the student's educational records;
- 12 5. Exercise control over other people's access to records, except when prior written consent is given,
13 or under circumstances as provided by law or regulations, or where the school system has
14 designated certain information as "directory information."

15 DIRECTORY INFORMATION

16 "Directory information" means information contained in an education record of a student which would
17 not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited
18 to the student's name, address, telephone number, email address (if available), photograph, date and place
19 of birth, dates of attendance, grade level, enrollment status, participation in officially recognized
20 activities and sports, weight and height of members of athletic teams, and honors and awards received.³

21 Non-disclosure forms will be available at each school office and the district office for the convenience
22 of those parents who do not wish to release directory information on their child/children. The records
23 custodian shall mark the appropriate student records for which directory information is to be limited, and
24 this designation shall remain in effect until it is modified by the written direction of the student's
25 parent(s).

Legal References

1. 34 CFR 99.4; 34 CFR § 99.7
2. 34 CFR § 99.7; TCA 10-7-504
3. 34 CFR § 99.3
4. TCA 49-6-406; 10 U.S.C. §503(c)
5. 34 CFR § 99.5
6. TCA 49-1-704

