

# Lakeland Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Records Annual Notification of Rights</b>	Descriptor Code: <b>6.601</b>	Issued Date: <b>05/12/14</b>
		Rescinds:	Issued:

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

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

## 19 **DIRECTORY INFORMATION**

20 "Directory information" means information contained in an education record of a student which would  
21 not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not  
22 limited to the student's name, address, telephone number, e-mail address, photograph, date and place of  
23 birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities  
24 and sports, weight and height of members of athletic teams, degrees, honors and awards received, and  
25 the most recent educational agency or institution attended.<sup>3</sup>

26 Student directory information for 11th and 12th graders shall be made available upon request to  
27 persons or groups which make students aware of occupational and educational options, including offi-  
28 cial recruiting representatives of the military forces of the State and the United States.<sup>4</sup>

29 \*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary  
30 school, at which time all of the above rights become the student's rights.<sup>5</sup>

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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