

Newport City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Annual Notification of Rights	Descriptor Code: 6.601	Issued Date: 03/24/03
		Rescinds:	Issued:

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

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- 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 laws
10 and regulations relative to student records;
- 11 4. Obtain a copy of this policy and a copy of such educational records;
- 12 5. Exercise control over other people's access to the records, except when prior written consent is
13 given, or under circumstances as provided by law or regulations, or where the school system has
14 designated certain information as "directory information." Parent(s) of students or eligible
15 students have two weeks after notification to advise the school system in writing of items they
16 designate not to be used as directory information. The records custodian will mark the appropriate
17 student records for which directory information is to be limited, and this designation will remain
18 in effect until it is modified by the written direction of the student's parent(s) or the eligible student.
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20 **DIRECTORY INFORMATION**

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22 " Directory information" means information contained in an education record of a student which would
23 not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited
24 to the student's name, address, telephone listing, electronic mail address, photograph, date and place of
25 birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or
26 graduate; full-time or part-time), participation in officially recognized activities and sports, weight and
27 height of members of athletic teams, degrees, honors and awards received, and the most recent educational
28 agency or institution attended.³

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30 *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary
31 school, at which time all of the above rights become the student's rights.⁴

34 **Legal References:**

- 35
- 36 1. 34 CFR § 99.4
- 37 2. 34 CFR § 99.7; TCA 10-7-504
- 38 3. 34 CFR § 99.3
- 39 4. 34 CFR § 99.5
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