

Hancock County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Annual Notification of Rights	Descriptor Code: 6.601	Issued Date: 08/06/15
		Rescinds:	Issued:

1 Within the first three weeks of each school year, the school system shall 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 shall be given to the student's parent(s) or the eligible student at the time of enrollment.²
4 The notice shall include the right of the student's parent(s) or the eligible student to:⁶

- 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 has
13 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 designation
17 shall remain in effect until it is modified by the written direction of the student's parent(s) or the
18 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 limited
22 to the student's name, address, telephone number, e-mail address, photograph, date and place of birth,
23 dates of attendance, grade level, enrollment status, participation in officially recognized activities and
24 sports, weight and height of members of athletic teams, degrees, honors and awards received, and the
25 most recent educational agency or institution attended.³

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

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.⁵

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