

Van Buren County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date: 06/17/99
		Rescinds:	Issued:

1 INSPECTION PROCEDURE

2
3 Parent(s) of students and eligible students* may inspect and review the student's education records
4 upon written request.¹

5
6 Parent(s) or eligible students shall submit to the records custodian a request which identifies as pre-
7 cisely as possible the record(s) that he/she wishes to inspect, and the records custodian will contact
8 the same to discuss how access will best be arranged as promptly and practicable as possible. This
9 inspection procedure must be completed within 45 days from the receipt of the request.

10
11 The right to inspect and review educational records includes the right to a response from school offi-
12 cials concerning requests for explanation and interpretation of the data. School officials shall presume
13 that the parent has the authority to inspect and review records relating to his/her child unless the
14 school system has been advised that the parent does not have the authority under applicable state
15 law governing guardianship, separation, and divorce.²

16
17 When a record contains information about students other than the parent's child or the eligible stu-
18 dent, the parent(s) or eligible student may not inspect and review that information.²

19
20 FEES FOR COPIES

21
22 A reasonable fee for copies provided to parent(s) or eligible students* will be determined by the di-
23 rector of schools. A maximum of three (3) copies of the transcript will be provided free of charge. If
24 the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.³

25
26 CORRECTION PROCEDURES

27
28 Parent(s) of students or eligible students* may seek to change any part of the student's record they
29 believe to be incorrect. ⁴ The superintendent shall develop an acceptable procedure to establish an
30 orderly process to review and correct an education record.

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

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36 _____
37 Legal References:

- 38 1. 34 CFR § 99.10
39 2. TRR/MS 0520-1-3-.09(5)(e)(3); 34 CFR § 99.4
40 3. TCA 10-7-506; 34 CFR § 99.11
41 4. 34 CFR § 99.20; 21; 22