

Greene County Board of Education			
Monitoring: Review: Annually, in June	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date: 09/22/16
		Rescinds: 6.602	Issued: 06/27/02

1 **INSPECTION PROCEDURE**

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

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

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

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

19 **FEES FOR COPIES**

20
21 A reasonable fee for copies provided to parent(s) or eligible students* will be determined by the director
22 of schools. A maximum of three (3) copies of the transcript will be provided free of charge. If the fee
23 represents an unusual hardship, it may be waived in part or entirely by the records custodian.³
24

25 **CORRECTION PROCEDURES**

26
27 Parent(s) of students or eligible students* may seek to change any part of the student's record they believe
28 to be incorrect.⁴ The director of schools shall develop an acceptable procedure to establish an orderly
29 process to review and correct an education record.
30

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

Legal References

1. 34 CFR § 99.10
2. 34 CFR § 99.4
3. TCA 10-7-506; 34 CFR § 99.11
4. 34 CFR § 99.20; 21; 22

Procedure Reference

Request for Student Record Correction 6.602 Exhibit A