

Lakeland Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date: 02/10/14
		Rescinds:	Issued:

INSPECTION PROCEDURE

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

Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the request.

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

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

FEES FOR COPIES

A reasonable fee for copies provided to parent(s) or eligible students shall be determined by the superintendent. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian. ³

CORRECTION PROCEDURES

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

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

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