

Bartlett City Board of Education

6033

Descriptor Term:

STUDENT RECORDS

Descriptor Code:

Student Services

Issue Date:

02/27/2014

Rescinds:

Revised:

02/26/2015

1 A cumulative record shall be kept for each student enrolled in Bartlett City Schools. The record shall
2 contain, at a minimum, a health record, attendance record, and scholarship record; shall be kept
3 current; and shall accompany the student through his or her school career.¹ The District shall not
4 collect or maintain individual student data on a student's political affiliation, religion, voting history,
5 or firearms ownership.² Additionally, the District shall not collect or maintain individual student data
6 on a student's biometrics, analysis of facial expression, EEG brain wave patterns, skin conductance,
7 galvanic skin response, heart rate variability, pulse, blood volume, posture, and/or eye-tracking
8 without prior written consent of the parent or eligible student.³

9 The name used on the record of the student entering the district must be the same as that shown on
10 the birth certificate, unless evidence is presented that such name has been legally changed. If the
11 parent does not have, or cannot obtain a birth certificate, then the name used on the records of such
12 student will be as shown on documents which are acceptable to the district as proof of date of birth.

13 The name used on the records of a student entering the district from another school must be the
14 same as that shown on records from the school previously attended, unless evidence is presented
15 that such name has been legally changed as prescribed by law.

16 When a student transfers to another school within the district, the school shall send the student's
17 original records to the transfer school.

18 When a student transfers and his or her records are requested from a school outside the district, the
19 school shall keep the original records and send copies to the transfer school. All cumulative records
20 kept on each student are property of the Bartlett City Board of Education.⁴

21 Definitions

- 22 1. Student Records – Student records means records, files, documents, and other materials
23 which:
24 A. Contain information directly related to a student, including: state and national assessment
25 results, including information on untested public school students; course taking and
26 completion, credits earned, and other transcript information; course grades and grade
27 point average; date of birth, grade level and expected graduation date or graduation
28 cohort; degree, diploma, credential attainment, and other school exit information such as
29 receipt of the GED and drop-out data; attendance and mobility; data required to calculate
30 the federal four-year adjusted cohort graduation rate, including sufficient exit and drop-
31 out information; discipline reports limited to objective information sufficient to produce the

¹ TRR/MS 0520-1-3-.03(13)(a)

² T.C.A. §49-1-705

³ T.C.A. §49-1-706(a)

⁴ TRR/MS 0520-1-3-.03(13)(a)

1 federal Title IV annual incident report; remediation; special education data; demographic
2 data and program participation information; and
3 B. Are maintained by the District or a person acting on behalf of the District.

- 4 2. Personally Identifiable Information – Personally identifiable information (PII) includes, but is
5 not limited to:
- 6 A. Student’s name;
 - 7 B. Name of student’s parent or other family member;
 - 8 C. Address of student or student’s family;
 - 9 D. A personal identifier, such as a student’s social security number, student number, or
10 biometric record;
 - 11 E. Other indirect identifiers, such as a student’s date of birth, place of birth, and mother’s
12 maiden name;
 - 13 F. Other information that, alone or in combination, is linked or linkable to a specific
14 student that would allow a reasonable person in the school community, who does not
15 have personal knowledge of the relevant circumstances, to identify the student with
16 reasonable certainty; or
 - 17 G. Information requested by a person who the District reasonably believes knows the
18 identity of the student to whom the student record relates.
- 19 3. Directory Information – Directory information means information contained in a student’s
20 education record which is generally not considered harmful or an invasion of privacy if
21 disclosed. For Bartlett City Board of Education’s designation of directory information, refer
22 to Policy 6034: Student Records – Annual Notification of Rights.

23 Access to Student Records

24 Student records shall be confidential. Authorized school officials shall have access to and permit
25 access to student education records for legitimate educational purposes without consent of the
26 parent/guardian or eligible student.⁵ A “legitimate educational interest” is the official’s need to know
27 information in order to:

- 28 1. Perform required administrative tasks;
- 29 2. Perform a supervisory or instructional task directly related to the student’s education;
- 30 3. Perform a service or benefit for the student or the student’s family such as health care,
31 counseling, student job placement, or student financial aid.

32 Authorized school officials may release information from or permit access to a student’s education
33 record without the parent(s) or eligible student’s prior written consent in the following instances:

- 34 1. To comply with a judicial order or lawfully issued subpoena. Bartlett City Schools will make a
35 reasonable effort to notify the student’s parent(s) or the eligible student before making a
36 disclosure;
- 37 2. If the disclosure is an item of directory information;
- 38 3. To comply with the requirements of child abuse reports to the extent known by the school
39 officials including the name, address, and age of the child; the name and address of the
40 person responsible for the care of the child, and the facts requiring the report;⁶
- 41 4. When certain federal and state officials need information in order to audit or enforce legal
42 conditions related to federally-supported education programs in the district;
- 43 5. When the district has entered into a contract or written agreement for an organization to
44 conduct scientific research on the district’s behalf to develop tests or improve instruction,

⁵ 20 U.S.C. §1232(g); T.C.A. §10-7-503; T.C.A. §10-7-504

⁶ T.C.A. §37-1-403

- 1 provided that the studies are conducted in a manner which will not permit the personal
2 identification of students and their parents by individuals other than representatives of the
3 organization and the information will be destroyed when no longer needed for the purpose
4 for which the study was conducted;
- 5 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the
6 Internal Revenue Code;
 - 7 7. To accrediting organizations to carry out their accrediting functions;
 - 8 8. When a student seeks or intends to enroll in another school district or a post-secondary
9 school. Parent(s) of students or eligible students have a right to obtain copies of records
10 transferred under this provision;⁷
 - 11 9. To financial institutions or government agencies that provide or may provide financial aid to
12 a student in order to establish eligibility, to determine the amount of financial aid, to establish
13 conditions for the receipt of financial aid, and to enforce financial aid agreements.
 - 14 10. To make the needed disclosure in a health or safety emergency when warranted by the
15 seriousness of the threat to the student or other persons, when the information is necessary
16 and needed to meet the emergency, when time is an important and limiting factor, and when
17 the persons to whom the information is to be disclosed are qualified and in a position to deal
18 with the emergency.
 - 19 11. To the Attorney General or designee for official purposes related to the investigation or
20 prosecution of an act of domestic or international terrorism. An educational agency that, in
21 good faith, produces education records in accordance with an order issued under this Act
22 shall not be liable to any person for that production.⁸
 - 23 12. To any agency caseworker or other representative of a state or local child welfare agency or
24 tribal organization authorized to access the student's educational records when such
25 agencies or organizations are legally responsible for the care and protection of the student.⁹

26 Authorized school officials may release information from a student's education record if the student's
27 parent(s) or the eligible student gives written consent for the disclosure. The written consent must
28 include:

- 29 1. A specification of the records to be released;
- 30 2. The reasons for the disclosure;
- 31 3. The person, organization, or class of persons or organizations to whom the disclosure is to
32 be made;
- 33 4. The signature of the parent(s) or eligible student;
- 34 5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The
35 student's parent(s) or the eligible student may obtain a copy of any records disclosed under
36 this provision.

37 Bartlett City Schools shall maintain an accurate record of all requests to disclose information from or
38 to permit access to a student's education records. The district will maintain an accurate record of
39 information it discloses and access it permits. The district will maintain this record as long as it
40 maintains the student's education record.

41 The record will include at least:

- 42 1. The name of the person or agency that makes the request;
- 43 2. The interest the person or agency has in the information;
- 44 3. The date the person or agency makes the request; and

⁷ TRR/MS 0520-1-3-.03(11)(e)

⁸ USA Patriot Act of 2001 §507

⁹ Uninterrupted Scholars Act of 2013

1 4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is
2 made.

3 The Superintendent shall establish a Research Review Committee consisting of administrative staff,
4 General Counsel, and one member of the Bartlett City Board of Education. This committee shall
5 evaluate all requests to conduct research which will result in the disclosure of student education
6 records.

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