



Department: Director's Office
Policy Number: REC-A001
Effective Date: 2/27/15

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

STUDENT RECORDS

PURPOSE

It is the policy of Clarksville Montgomery County School System (CMCSS) in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) to afford parents, guardians, and students who are eighteen (18) years of age or older certain rights with respect to the student's education records maintained by CMCSS. Per this policy, student records include, but are not limited to, education records, personally identifiable information, and directory information. Parents/guardians have the right to inspect and review the student's education records within forty-five (45) calendar days after the day CMCSS receives a request for access per REC-P002 Student Records Request Procedure.

Education records includes: files, documents and other materials which are directly related to a student such as, but not limited to, assessment results, course information, transcript information and discipline reports. Personally identifiable information includes, but is not limited to, student name, address, phone number, demographic information, or other information that is linked to a specific student. Directory information is information that is generally not considered harmful or an invasion of privacy if released. For example, information that is typically contained in yearbooks, graduation programs, honor rolls, and playbills is generally not considered harmful or an invasion of privacy if released, and may be disclosed without prior written consent.

In addition, the Elementary and Secondary Education Act of 1965 requires CMCSS to provide military recruiters, upon request, with student's names, addresses and telephone listings, unless parents have advised CMCSS that they do not want their student's information disclosed without their prior written consent.

CMCSS notifies parents and students each year regarding information it will release as directory information, and of the parents' right to exercise his/her right to advise CMCSS in writing that consent for release of such information is denied per COM-P007 Student Records Privacy Procedure.

Students, parents and guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by CMCSS to comply with the requirements of FERPA and may do so by contacting:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
<http://familypolicy.ed.gov/>

Implementing Procedures: REC-P002 Student Records Request Procedure
REC-P007 Student Records Privacy Procedure

Associated Documents:

Elementary and Secondary Education Act of 1965 (ESEA)
Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232g
Confidential Records Exceptions, T.C.A. §§10-7-504
Data, Accessibility, Transparency and Accountability Act, T.C.A. §§49-1-701 et seq.

Revision History:

Date:	Rev.	Description of Revision:
2/27/15	IR	
6/1/15	A	Removed procedure information and revised policy throughout in order to write an implementing procedure for student records. Updated associated documents.
9/15/20	B	Records department moved from Communications to Director's Office. Added records inspection timeframe in first paragraph.

***** End of Policy *****