



STUDENT RECORDS REQUEST PROCEDURE (REC-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for requesting student records.

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

2.0 RESPONSIBILITY:

- 2.1 Information and Records Specialist
- 2.2 Special Populations Administrative Assistant(s)
- 2.3 School-based Staff
- 2.4 Chief of Staff
- 2.5 General Counsel

3.0 APPROVAL AUTHORITY:

- 3.1 Chief of Staff

4.0 DEFINITIONS:

- 4.1 Records requestor - Parent/guardian if student is under 18 years of age; Eligible student who is 18 years of age or older; Officials of another school, district or institution where a former CMCSS student is, or will be, enrolled; Other individuals or institutions listed under 5.3 in REC-P007.

5.0 PROCEDURE:

- 5.1 If a student is currently enrolled in a CMCSS school, the records requestor submits REC-F004 Request for Student Records to the school at which the student is enrolled.
 - 5.1.1 School-based staff member verifies the information on the form.
 - 5.1.1.1 If REC-F004 is incomplete, school-based staff informs the requestor of what is needed to process the request.
 - 5.1.1.2 If the requestor is not approved to receive records, school-based staff notifies the requestor.
 - 5.1.1.3 If the request is for records beyond the scope of what is contained in a student's cumulative folder, school-based staff notifies the Chief of Staff and General Counsel who determine next steps and respond to the requestor.
 - 5.1.1.4 If the request is complete, the requestor is approved, and 5.1.1.3 does not apply, the procedure continues.
 - 5.1.2 If the request is to inspect student records, school-based staff provides the requestor a date, time and location to review the records within 45 days of the request.



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- 5.1.2.1 After the inspection, the original REC-F004 indicating the date, time and location of the inspection must be signed by the requestor and a CMCSS employee serving as witness and filed with the student's records.
- 5.1.3 If the request is for copies of the records, school-based staff provides the requestor with copies via the chosen method (electronic or print) within 45 days of the request.
 - 5.1.3.1 A copy of REC-F004 must be included with the requested copies and the original must be filed with the student's records.
- 5.2 If a student is not currently enrolled in a CMCSS school (withdrawn, transferred, graduated, etc.), the records requestor submits REC-F004 Request for Student Records to the Lead Records Specialist in person or via postal service at 430 Greenwood Ave., Clarksville, TN 37040.
 - 5.2.1 The Lead Records Specialist or designee verifies the information on the form.
 - 5.2.1.1 If REC-F004 is incomplete, the Lead Records Specialist or designee informs the requestor of what is needed to process the request.
 - 5.2.1.2 If the requestor is not approved the receive records, the Lead Records Specialist or designee notifies the requestor.
 - 5.2.1.3 If the request is for records beyond the scope of what is contained in a student's cumulative folder, the Lead Records Specialist or designee notifies the Chief of Staff and General Counsel who will determine the next steps and respond to the requestor.
 - 5.2.1.4 If the request is complete, the requestor is approved, and 5.2.1.3 does not apply, the procedure continues.
 - 5.2.2 If the request is to inspect student records, the Lead Records Specialist provides the requestor with a date, time and location to review the records within 45 days of the request.
 - 5.2.2.1 If the request is to inspect special education records, the Lead Records Specialist contacts Special Populations to coordinate the date, time and location for the requestor to view records. The Lead Records Specialist responds to the requestor.
 - 5.2.2.2 After the inspection, the original REC-F004 indicating the date, time and location of the inspection must be signed by the requestor and the Lead Records Specialist or designee and filed with the student's records.
 - 5.2.3 If the request is for copies of the records, the Lead Records Specialist provides the requestor with copies via the chosen method (electronic or print) within 45 days of the request.
 - 5.2.3.1 If the request is for copies of special education records, the Lead Records Specialist forwards the request Special Populations.



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5.2.3.1.1 Special populations completes the copy request and sends it back (electronic or print) to the Lead Records Specialist or designee who provides the requestor with copies.

5.2.3.2 A copy of REC-F004 must be included with the requested copies and the original must be filed with the student's records.

5.3 CMCSS employees shall make every effort to process students records requests in a timely manner.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Student Records
- 6.2 Request for Student Records (REC-F004)
- 6.3 Student Records Privacy Procedure (REC-P007)
- 6.4 Family Education Rights & Privacy Act (FERPA)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Student Records, & Request for Transcript	File Room	Indefinitely	Permanent	Secured File Room

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/08/03		Initial Release
1/23/04	A	Delete 5.1.3 through 5.1.10 and add new 5.1.3, clarify 5.2, add 5.4.1, clarify 5.5 and update flowchart
4/22/09	B	Update 2.0 & 3.0 and document numbers, remove log reference
3/26/13	C	Add Incomplete Records Request Form (REC-F006)

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be below.



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