Bartlett City Board of Education		6034
Descriptor Term: **STUDENT RECORDS: ANNUAL NOTIFICATION OF RIGHTS**	Descriptor Code: **Student Services**	Issue Date: **02/27/2014**
	Rescinds:	Revised: **02/26/2015**

Within the first three weeks of each school year, the district shall notify parent(s) of students and eligible students of each student's privacy rights.[1] For students enrolling after the first three weeks of school, this information shall be given to the student's parent(s) or the eligible student at the time of enrollment.[2] The notice shall include the right of the student's parent(s) or the eligible student to:

1. Request, inspect, and review the student's education records as outlined in Bartlett City Board of Education Policy 6035: Student Records – Inspection and Correction Procedure;

2. Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing regarding the request for amendment upon request as outlined in Bartlett City Board of Education Policy 6035: Student Records – Inspection and Correction Procedure;;

3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202;

4. Obtain a copy of this policy and a copy of such educational records;

5. Exercise control over other people's access to the student's education records and personally identifiable information, except when prior written consent is given or to the extent that federal and/or state law authorizes disclosure without consent.

DIRECTORY INFORMATION

"Directory information" means information contained in a student's education record which would not generally be considered harmful or an invasion of privacy if disclosed. All information designated by the Bartlett City Board of Education as directory information may be disclosed without prior written consent, unless a parent or eligible student has advised Bartlett City Schools not to disclose the information in accordance with district procedures. Parent(s) intending to limit or withhold student directory information should file notice in writing with their student's school principal no later than September 1 annually. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the parent(s) or eligible student.

[1] 34 C.F.R. §99.4; 34 C.F.R. §99.7; T.C.A. §10-7-504

[2] 34 C.F.R. §99.7; T.C.A. §10-7-504

The primary purpose of directory information is to allow the district and/or individual schools to include information about individual students in certain school publications. Examples include the annual yearbook, playbills showing a student's role in a drama production, honor roll or other recognition lists, graduation programs, and sports activity sheets. Directory information may also be provided to outside organizations including, but not limited to, class ring manufacturers, yearbook publishers, and United States military recruiters upon request, unless a parent or the eligible student advises the district to the contrary in writing.

The following information is designated by the Bartlett City Board of Education as directory information:

1. Student name
2. Address
3. Telephone number
4. Email address
5. Photograph
6. Date and place of birth
7. Dates of attendance
8. Grade level
9. Enrollment status
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Degrees, honors and awards received
13. Most recent educational agency or institution attended.[3]

**The student becomes an "eligible student" when he or she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.[4]*

[3] 34 C.F.R. §99.3
[4] 34 C.F.R. §99.5