

# DICKSON COUNTY BOARD OF EDUCATION

<b>Monitoring:</b>  <b>Review:</b> Annually, in November	<b>Descriptor Term:</b>  <h2 style="margin: 0;">Student Records</h2>	<b>Descriptor Code:</b> 6.600  <b>Rescinds:</b>	<b>Revised Date:</b> August 2014  <b>Issued:</b>
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2 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a  
3 health record, attendance record, and scholarship record; shall be kept current; and shall  
4 accompany the student through his/her school career.  
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6 The name used on the record of the student entering the school system must be the same as that  
7 shown on the birth certificate, unless evidence is presented that such name has been legally  
8 changed as prescribed by law. If the parent does not have, or cannot obtain a birth certificate,  
9 then the name used on the records of such student shall be as shown on documents which are  
10 acceptable as proof of date of birth.  
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12 When a student transfers to another school within the system, copies of the student's records,  
13 including the student's disciplinary records, shall be sent to the transfer school.  
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15 When a student transfers to a school outside the system, copies of the student's records,  
16 including the student's disciplinary records, shall be sent to the transfer school.  
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18 All records shall be remitted in accordance with the Family Education Rights and Privacy Act  
19 (FERPA). Unofficial copies of records may only be faxed to other educational institutions.  
20 Records will not be faxed to individuals or businesses.  
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22 Student records shall be confidential. Only authorized school officials may have access to  
23 student information for legitimate educational purposes without the consent of the student or  
24 parent/guardian.  
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- 28 Legal References Cross References  
29 1. USCA 20-1232g; TCA 10-7-503; TCA 10-7-504  
30 2. TCA 10-7-504(a)(4); 20 USC 1232g  
31 3. TCA 37-1-403  
32 4. TRR/MS 0520-1-3-.03(11)(e)  
33 5. USA Patriot Act of 2001 § 507  
34 6. Uninterrupted Scholars Act of 2013  
35 7. TCA 49-6-3001(c)(1)  
36 School Board Records 1.407  
37 Promotion and Retention 4.603  
38 Attendance 6.200  
39 Child Custody/Parental Access 6.209  
40 Disciplinary Hearing Authority 6.317  
41 AIDS 6.404