

Dyer County Board of Education

Descriptor Term:

Student Records Use of Records

Descriptor Code:

JRD

Board Approved:

1/5/93

Rescinds:

Board Approved:

1 Authorized school officials will have access to and permit access to student education records for
2 legitimate educational purposes.¹ A "legitimate educational interest" is the official's need to know
3 information in order to:

- 4 1. Perform required administrative tasks;
- 5 2. Perform a supervisory or instructional task directly related to the student's education;
- 6 3. Perform a service or benefit for the student or the student's family such as health care,
7 counseling, student job placement, or student financial aid

8
9
10
11
12 Authorized school officials may release information from or permit access to a student's education
13 record without a parent(s) or eligible student's* prior written consent in the following instances:

- 14 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a
15 reasonable effort to notify the student's parent(s) or the eligible student before making a
16 disclosure;
- 17 2. To comply with the requirements of child abuse reports to the extent known by the school
18 officials including the name, address and age of the child, the name and address of the person
19 responsible for the care of the child, and the facts requiring the report.²
- 20 3. When certain federal and state officials need information in order to audit or enforce legal
21 conditions related to federally-supported education programs in the school system;
- 22 4. When the school system has entered into a contract or written agreement for an organization
23 to conduct scientific research on the system's behalf to develop tests or improve instruction,
24 provided that the studies are conducted in a manner which will not permit the personal
25 identification of students and their parents by individuals other than representatives of the
26 organization and the information will be destroyed when no longer needed for the purpose
27 for which the study was conducted;³
- 28 5. To appropriate officials if the parent(s) claim the student as a dependent as defined by the
29 Internal Revenue Code of 1954;⁴
- 30 6. To accrediting organizations to carry out their accrediting functions;
- 31 7. When a student seeks or intends to enroll in another school district or a post-secondary
32 school. Parent(s) of students or eligible students have a right to obtain copies of records
33 transferred under this provision;⁵

- 1 8. To financial institutions or government agencies that provide or may provide financial aid to a
2 student in order to establish eligibility, to determine the amount of financial aid, to establish
3 conditions for the receipt of financial aid and to enforce financial aid agreements;
4
- 5 9. To make the needed disclosure in a health or safety emergency when warranted by the
6 seriousness of the threat to the student or other persons, when the information is necessary and
7 needed to meet the emergency, when time is an important and limiting factor and when the persons
8 to whom the information is to be disclosed are qualified and in a position to deal with the
9 emergency.

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

- 13
- 14 1. A specification of the records to be released;
- 15
- 16 2. The reasons for the disclosure;
- 17
- 18 3. The person or the organization or the class of persons or organizations to whom the disclosure
19 is to be made;
- 20
- 21 4. The signature of the parent(s) or eligible student;
- 22
- 23 5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The
24 student's parent(s) or the eligible student may obtain a copy of any records disclosed under this
25 provision.
- 26

27 The school system will maintain an accurate record of all requests to disclose information from or to
28 permit access to a student's education records. The system will maintain an accurate record of
29 information it discloses and access it permits. The system will maintain this record as long as it
30 maintains the student's education record.

- 31
- 32 1. The name of the person or agency that makes the request;
- 33
- 34 2. The interest the person or agency has in the information;
- 35
- 36 3. The date the person or agency makes the request;
- 37
- 38 4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is
39 made.
- 40

41 Legal References:

- 42
- 43 1. USCA 20-1232g; TCA 10-7-503; TCA 10-7-504.
- 44 2. TCA 37-1-403.
- 45 3. TRR/MS 0520-1-3-.09(5)(e)(7).
- 46
- 47
- 48

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

- 4. 1979 Internal Revenue Code (1954 Amendment), Sections 151 and 170.
- 5. TRR/MS 0520-1-3-.03(B)(11)(e).

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

