

Williamson County Board of Education

**Adopted Date:**

7/16/01
Rev. 9/20/10; Editorial
6/23/14; Rev. 10/26/15

6.600

STUDENT RECORDS
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1 A confidential cumulative record shall be kept for each child enrolled in school. This individual
2 folder shall contain a health record, attendance record, and scholarship record about the child.
3 Social security numbers of students shall not be requested. The folder shall be kept current and
4 should move with the child through his school career. All drop folders shall be filed at the school of
5 the student's last enrollment.
6

7 Williamson County Schools shall not collect the following individual student information, and the
8 following information shall never be part of a student's record:
9

- 10 1. Political Affiliation
- 11 2. Religion
- 12 3. Voting History
- 13 4. Firearms Ownership
- 14
- 15

16 Williamson County Schools shall not collect individual student information of the following kinds
17 without written consent of the parent; a student's biometrics, analysis of facial expression, EEG
18 brain wave patterns, skin conductance, galvanic skin response, heart rate variability, pulse, blood
19 volume, posture, and eye tracking.
20

21 The name used on the record of a student entering the Williamson County Public Schools must be
22 the same as that shown on the birth certificate, unless evidence is presented that such name has
23 been legally changed. If the parent does not have, or cannot obtain a birth certificate, then the
24 name used on the records of such pupil will be as shown on documents which are acceptable to
25 the system as proof of date of birth.
26

27 The name used on the records of a student entering the system from another school must be the
28 name as shown on records from the school previously attended unless evidence is presented that
29 such name has been legally changed through a court as prescribed by law.
30

31 Parents or legal guardian may request and receive access to the records of their children; students
32 who are legal adults (18) may make the same request. If a student moves from Williamson County,
33 a copy of the student record will be sent to the new school upon written request from the school.
34

35 If a parent objects to items in the cumulative record, objections should be filed in writing with the
36 Principal who shall evaluate said objections, making a determination. Parents or legal guardian
37 may appeal the decision of the Principals to the Superintendent of Schools.
38

39 The Williamson County School District has used the following definitions of terms.
40

41 **Student** - any person who attends or has attended a program of instruction sponsored by the
42 Board of Education of the Williamson County School District.
43

44 **Eligible student** - a student or former student who has reached age 18 or is attending a post-
45 secondary school.
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1 **Parent** - either natural parent of a student unless his or her rights under the FERPA have been
2 removed by a court order, a guardian, or an individual acting as a parent or guardian in the
3 absence of the student's parent or guardian.
4

5 **Education records** - any record (in handwriting, print, tapes, film, or other medium) maintained by
6 the Williamson County School District, an employee of the district, or an agent of the district which
7 is related to a student except:
8

- 9
- 10 1. A personal record kept by a school staff member which meets the following tests:
11 a. It was made as a personal memory aid.
12 b. It is in the personal possession of the individual who made it.
13 c. Information contained in it has never been revealed or made available to any other
14 person except the maker's temporary substitute.
15
 - 16 2. An employment record which is used only in relation to a student's employment by the
17 Williamson County School District. (Employment for this purpose does not include activities
18 for which student receives a grade or credit in a course.)
19
 - 20 3. Alumni records which relate to the student after he or she no longer attends classes
21 provided by the Williamson County School District and the records do not relate to the
22 person as a student.
23
24

25 **Personal identifier** - is any date or information that makes the subject of a record known. This
26 includes but is not limited to the student's name, the student's address, a student number, a list of
27 personal characteristics, or any other information which would make the student's identity known.
28

29 The Williamson County School District designates the following personally identifiable information
30 contained in a student's educational record as "directory information" and it will disclose that
31 information without prior written consent.
32

- 33
- 34 1. The student's name.
 - 35 2. Major field of study.
 - 36 3. Participation in officially recognized activities and sports.
 - 37 4. Dates of attendance.
 - 38 5. Degrees and awards received.
 - 39 6. Weight and height of members of an athletic team.
 - 40 7. Most recent previous educational agency or institution attended.
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43 Within the first three weeks of each school year, the Williamson County School District will publish
44 in a newspaper of general circulation in the county the above list, or a revised list, of the items of
45 directory information it proposes to designate as directory information. For students enrolling after
46 the notice is published, the list will be included in the registration packet given to the student at the
47 time and place of enrollment.
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1 After the parents or eligible students have been notified, they may advise the school district in
2 writing (a letter to the school Principal that they refuse to permit the district to designate directory
3 information about that student. A copy of this letter will be filed in the student's record and sent to
4 the Communications Department.
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45 Legal Reference:

46 20 U.S.C. 1232g

47 T.C.A. 49-1-701, et. seq.
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