

Williamson County Board of Education



Adopted Date:
3/19/01

6.602

PROCEDURES TO INSPECT EDUCATION RECORDS

1 Parents/legal guardians of students and eligible students may inspect and review the student's education
2 records upon request. In some circumstances, it may be mutually more convenient for the record custodian
3 to provide copies of records.

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5 Since a student's records may be maintained in several locations, the school principals will offer to collect
6 copies of records or the records themselves from locations other than a student's school, so they may be
7 inspected at one site. However, if parents and eligible students wish to inspect records where they are
8 maintained, school principals will make every effort to accommodate their wishes.

9
10 Parents/legal guardians or eligible students should submit to the student's school principal a written request
11 which identifies as precisely as possible the record or records he or she wishes to inspect.

12
13 The principal or his designee will make the needed arrangements as promptly as possible and notify the
14 parent/legal guardians or eligible student of the time and place where the records may be inspected. This
15 procedure must be completed in 45 days or less from the receipt of the request for access. The principal or
16 his designee must be present at the review.

17
18 If for any valid reason such as working hours, distance between record location sites, or health, a parent or
19 eligible student cannot personally inspect and review a student's education record, the Williamson County
20 School District will arrange for the parent/legal guardians or eligible student to obtain copies of the record.

21
22 When a record contains information about students other than a parent's/legal guardian's child or the eligible
23 student, the parent or eligible student may not inspect and review the records of the other students.

24
25 The school system maintains different records which fall into eight categories of information.

26 A. Cumulative folders: Health Record Local School
27 Attendance Record, Scholarship Principal

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29 B. Discipline Records Local School
30 Principal

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32 C. Special Education folders: Local School
33 Individual Assessment Data Principal
34 Board of Education

35
36 D. System-wide group testing data Board of Education
37 (academic achievement, aptitude) Pupil Services Director

38
39 E. Guidance Folders Local School
40 Guidance Counselor

41 F. System-wide Attendance Data Board of Education
42 Attendance Department

43
44 G. Directory Information Local School
45 (Student's name, address, Principal
46 birthdate, etc.)

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48 H. Chapter I Reading Folders Local School
49 Principal

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Cross Reference:
6.6021 Fees for Copies of Records