

Williamson County Board of Education



Adopted Date:
6/16/80
Editorial 6/24/14

6.6022

PROCEDURES TO SEEK TO CORRECT
EDUCATION RECORDS
Page 1 of 2

1 Parents of students and eligible students have a right to seek to change any part of the student's
2 record they believe is inaccurate, misleading or in violation of student rights.
3

4 For the purpose of outlining the procedure to seek to correct education records, the term
5 "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student
6 rights. The term "correct" will be used to describe a record that is accurate, not misleading, and
7 not in violation of student rights. Also, in this section, the term "requester" will be used to describe
8 the parent of a student or the eligible student who is asking the school district to correct a record.
9

10 To establish an orderly process to review and correct an education record for a requester, the
11 district may make a decision to comply with the request for change at several levels in the
12 procedure.
13
14

15 First level decision - When a parent of a student or an eligible student finds an item in the student's
16 education record which he believes is inaccurate, misleading or in violation of student rights, he
17 should immediately ask the Principal to correct it. If the record is incorrect because of an obvious
18 error and it is a simple matter to make the record change at this level, the Principal will make the
19 correction. However, if the record is changed at this level, the method and result must satisfy the
20 requester.
21

22
23 If the Principal cannot change the record to the requester's satisfaction or the record does not
24 appear to be obviously incorrect, the requester may submit a written request to the Principal.
25

26 Second level decision - The written request to correct a student's education record through the
27 procedure at this level should specify the correction the requester wishes the district to make. It
28 must identify the item the requester believes is incorrect and state whether he believes the item:
29

- 30 1. Is inaccurate and why, or
- 31 2. Is misleading and why, or
- 32 3. Violates student rights and why, and
- 33 4. Includes the correction as is desired to be made.
34
35

36 The request will be dated and signed by the requester.
37

38 Within two weeks after the Principal receives a written request, he will make a decision to comply
39 or decline to comply with the request, and he will transmit his written summary and a copy of the
40 written request to the school Superintendent of Schools and the requester.
41

42
43 Third level decision - If the requester desires to appeal the decision of the Principal, he may
44 submit a written request to the Superintendent of Schools. The Superintendent of Schools will
45 review the appeal and transmit a copy of his written summary to the requester.
46
47
48
49
50

Williamson County Board of Education



Adopted Date:

6/16/80

Editorial 6/24/14

6.6022

PROCEDURES TO SEEK TO CORRECT
EDUCATION RECORDS

Page 2 of 2

1 Fourth level decision - If the requester desires to appeal the decision of the Superintendent of
2 Schools he may submit such appeal to the Superintendent of Schools. The
3 Superintendent of Schools will present the appeal to the School Board to
4 schedule a hearing date.
5

6
7 Upon the scheduling of a hearing date, the Superintendent of Schools will notify the requester of
8 the date.
9

10 A copy of the requester's appeal is to be filed in the student's record so that whenever the
11 questioned part of the record is disclosed, the requester's appeal will also be disclosed.
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
50