

# Williamson County Board of Education



**Adopted Date:**  
6/16/80

6.6023

RECORDS OF REQUESTS FOR ACCESS AND  
DISCLOSURE MADE FROM EDUCATIONAL  
RECORDS

1 The Williamson County School District will maintain an accurate record of all requests for it to  
2 disclose information from or to permit access to a student's education records and of information it  
3 discloses and access it permits with some exceptions listed below. This record will be kept with,  
4 but will not be a part of, each student's Cumulative School Records. It will be available only to the  
5 principal or his designees, the eligible student, the parent of a student, or to Federal, State, or  
6 local officials for the purpose of auditing or enforcing Federally supported educational programs.  
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9 The record will include at least:

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11 1. The name of the person or agency that made the request.
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13 2. The interest the person or agency had in the information.
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15 3. The date the person or agency made the request.
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17 4. Whether the request was granted and, if it was, the date access was permitted or the  
18 disclosure was made.  
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21 The district will maintain this record as long as it maintains the student's education records.  
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23 The record will not include requests for access or access granted to parents of the student or to an  
24 eligible student, requests for access or access granted to officials of the Williamson County School  
25 District who have a legitimate educational interest in the student, requests for or disclosures of  
26 information contained in the student's education record if the request is accompanied by the prior  
27 written consent of a parent of the student or the eligible student or the disclosure is authorized by  
28 such prior consent, or for request for, or disclosures of directory information designated for that  
29 student.  
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