

# Williamson County Board of Education



**Adopted Date:**  
6/16/80  
Editorial 6/23/14

6.603

USE OF STUDENT EDUCATION RECORDS  
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1 To carry out their responsibility, school officials will have access to student education records for  
2 legitimate educational purposes. The Williamson County School District will use the following  
3 criteria to determine who are school officials. An official is:  
4

- 5 1. A person certified by the state and appointed by the school board to an administrative or  
6 supervisory position.  
7
- 8 2. A person certified by the State and under contract to the school board as a teacher.  
9
- 10 3. A person employed by the school board as a temporary substitute for administrative,  
11 supervisor, or instructional personnel for the period of his or her performance as a  
12 substitute.  
13
- 14 4. A person employed by or under contract to the school board to perform a special task such  
15 as a secretary, a clerk, the school board attorney or auditor for the period of his or her  
16 performance as an employee or contractor.  
17
- 18 5. A person duly elected to the school board.  
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21  
22 School officials who meet the criteria listed above will have access to a student's records if they  
23 have a legitimate educational interest in doing so. A "legitimate educational interest" is the  
24 person's need to know in order to:  
25

- 26 1. Perform an administrative task required in the school employee's position description  
27 approved by the school board.  
28
- 29 2. Perform a supervisory or instructional task directly related to the student's education.  
30
- 31 3. Perform a service or benefit for the student or the student's family such as health care,  
32 counseling, student job placement, or student financial aid.  
33  
34

35 The Williamson County School District will only release information from or permit access to a  
36 student's education record with a parent or eligible student's prior written consent except that the  
37 Superintendent of Schools or a designated person in writing by the Superintendent of Schools  
38 may permit disclosure:  
39

- 40 1. When a student seeks or intends to enroll in another school district or a post-secondary  
41 school. The district will not further notify parents or eligible students prior to such a transfer  
42 of records. Parents and students have a right to obtain copies of records transferred under  
43 this provision.  
44
- 45 2. When certain Federal and State officials need information in order to audit or enforce legal  
46 conditions related to federally supported education programs in the district.  
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1 3. To parties who provide or may provide financial aid to a student to:

- 2  
3 a. Establish the student's eligibility for the aid.  
4 b. Determine the amount of financial aid.  
5 c. Establish the conditions for the receipt of the financial aid.  
6 d. Enforce the agreement between the provider and receiver of financial aid.  
7

8  
9 4. When the Williamson County School District has entered into a written agreement or  
10 contract for an organization to conduct studies on the school district's behalf to develop  
11 tests, administer student aid, or improve instruction.  
12

13 5. To accrediting organizations to carry out their accrediting functions.  
14

15 6. To parents of eligible students if the parents claim the students as a dependent as defined  
16 by the Internal Revenue Code of 1954.  
17

18 7. To comply with a judicial order or lawfully issued subpoena. The district will make a  
19 reasonable effort to notify the student's parents or the eligible student before making a  
20 disclosure under this provision.  
21

22 8. If the disclosure is an item of directory information and the student's parents or the eligible  
23 student has not refused to allow the district to designate that item as directory information  
24 for the students.  
25

26  
27 The Williamson County School District will permit any of its officials to make the needed disclosure  
28 from the student education records in a health or safety emergency if:  
29

- 30 1. He deems it is warranted by the seriousness of the threat to the health or safety of the  
31 student or other persons.  
32  
33 2. The information is necessary and needed to meet the emergency.  
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35 3. The persons to whom the information is to be disclosed are qualified and in a position to  
36 deal with the emergency.  
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38 4. Time is an important and limiting factor in dealing with the emergency.  
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1 Williamson County School District officials may release information from a student's education  
2 record if the student's parent or the eligible student gives his prior written consent for the  
3 disclosure. The written consent must include at least:  
4

- 5 1. A specification of the records to be released.
- 6
- 7 2. The reasons for the disclosure.
- 8
- 9
- 10 3. The person or the organization or the class of persons or organizations to whom the  
11 disclosure is to be made.
- 12
- 13 4. The parent or student's signature.
- 14
- 15 5. The date of the consent and, if appropriate, a date when the consent is to be terminated.
- 16

17 The student's parent or the student may obtain a copy of any records disclosed under this  
18 provision.  
19

20  
21 The Williamson County School District will not release information contained in a student's  
22 education records, except directory information, to any third parties except its own officials, unless  
23 those parties agree that the information will not be redisclosed without the parent or eligible  
24 student's prior written consent.  
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