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| <b>Students</b> | <b>Section J:</b>                            |                  |             |
|                 | <b>Knox County Board of Education Policy</b> |                  |             |
|                 | Descriptor Term:                             | Descriptor Code: | Issued:     |
|                 | <b>Student Records</b>                       | <b>J-550</b>     | <b>7/95</b> |
|                 | Reviewed:                                    | Revised:         |             |
|                 | <b>9/17</b>                                  | <b>11/17</b>     |             |

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A cumulative record shall be kept for each student enrolled in school. The folder shall contain, at a minimum, a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his school career.<sup>1</sup>

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable to the system as proof of date of birth.

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

When a student transfers and his records are requested from another school in the Knox County System, the school shall send the original records to the transfer school.

When a student transfers and his records are requested from a school outside of the Knox County System, the school shall keep the original records and send copies to the transfer school. The principal may withhold such copies until the student pays all outstanding debts to the school. The original green Tennessee immunization certificate should be sent to the requesting school and a copy should be kept at the base school.

Accumulative records kept on each student are property of the school system.<sup>1</sup>

Student records shall be confidential. Only authorized school officials may have access to student information for legitimate educational purposes without the consent of the student or parent/guardian.<sup>2</sup>

Legal References:

- 1. TRR/MS § 0520-1-3-.03(B)(12)(a).
- 2. T.C.A. § 10-7-504(4); 20 U.S.C.A. § 1232g.

Approved as to Legal Form 9/29/2017  
By Knox County Law Director  
*/Gary T. Dupler/Deputy Law Director*