

|                 |  |                  |             |
|-----------------|--|------------------|-------------|
| <b>Students</b> | <b>Section J:</b>  |                  |             |
|                 | <b>Knox County Board of Education Policy</b>               |                  |             |
|                 | Descriptor Term:   | Descriptor Code: | Issued:     |
|                 | <b>Student Records – Annual<br/>Notification of Rights</b> | <b>J-551</b>     | <b>7/95</b> |
|                 | Reviewed:  | Revised:         |             |
|                 | <b>9/17</b>  | <b>11/17</b>     |             |

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
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

Within the first three weeks of each school year, the school system shall notify parent(s) of students and eligible students\* of each student's privacy rights. For students enrolling after the above period, this information shall be given to the student's parent(s) or the eligible student at the time of enrollment.<sup>1</sup>

The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate local state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

\*The student becomes an "eligible student" when he reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.<sup>2</sup>

Legal References:

1. 20 USCA § 1232g; CFR Title 34, Part 99.
2. 20 USC § 1232g(d).

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