

<b>Administrative Directive Title:</b>  <b>Confidentiality of Education Records</b>	<b>AD Number:</b>  <b>6.600.1</b>	<b>Adopted:</b> October 2013 <b>Former Descriptor:</b> STU21, STU27, STU37
<b>Policy References:</b> <a href="#">Board Policy 6.600</a> – Student Records	<b>Revised:</b> 8/15, 3/19, 7/19, 11/24	

1 To ensure compliance with the Family Educational Rights and Privacy Act (“FERPA”) and T.C.A. § 10-  
 2 7-504(a)(4), this procedure outlines the protocols for maintaining the confidentiality of student records,  
 3 including processing requests from parents and guardians. This procedure applies to all school staff and  
 4 administrators who manage, maintain, or have access to student educational records.

5 "Education records" are records that are directly related to a student and that are maintained by an  
 6 educational agency or institution or a party acting for or on behalf of the agency or institution. These  
 7 records include but are not limited to grades, transcripts, class lists, student course schedules, health  
 8 records (at the K-12 level), and student discipline files. The information may be recorded in any way,  
 9 including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm,  
 10 microfiche, and e-mail.

11 **MAINTAINING EDUCATION RECORDS**

12 The district utilizes an electronic student record system and a student information system to maintain  
 13 student records. The electronic student record and student information systems are the primary platforms  
 14 for maintaining and managing student education records. All student data, including attendance, grades,  
 15 health records, discipline reports, and other educational information, must be entered, updated, and  
 16 stored in the designated system.

17 **ACCESS TO EDUCATION RECORDS**

18 Under FERPA, parents/guardians and eligible students (those 18 years or older) have the right to inspect  
 19 and review the student's education records. All requests to access student records must be made in  
 20 writing, either in physical form or through a verified electronic format. Verbal requests made over the  
 21 phone will not be honored to ensure the protection of confidential information. Before any records are  
 22 released, the identity of the requesting party must be verified through government-issued photo  
 23 identification or other authorized means to ensure that access is being granted to an eligible party.  
 24 Requests submitted in writing via mail or email must include verification of identity, and records will be  
 25 mailed to a verified address or provided through a secure electronic platform.

26 Any parent who does not have custody of a child, or if the parents have joint custody, the parent not  
 27 residing with the child, may request in writing that a copy of the child’s report card, notice of school  
 28 attendance, names of teachers, class schedules, standardized test scores and any other records  
 29 customarily available to parents be furnished directly to the non-custodial or non-resident parent, unless  
 30 there is a court order, State statute, or legally binding document that specifically revokes these rights.

31 Requested education records will be provided either in a physical format (such as printed copies) or  
32 electronically through secure, encrypted methods such as MCS e-mail or MCS OneDrive.

33 All written requests for student records, as well as disclosures made, will be documented and retained in  
34 accordance with school district policy and state and federal regulations.

35 Any violation of this procedure, including the unauthorized disclosure of student records, may result in  
36 employee disciplinary action in accordance with school policy and applicable laws.

37 **STUDENT RECORD TRANSFERS**

38 A student's education records will only be available to the school the student attends and to those school  
39 employees who have a legitimate educational interest in the information in order to perform an  
40 educational function. If a student transfer to another school within the school district, the student's  
41 education records will be available to the new school through the student information system and the  
42 electronic student records system. If a student transfers to another school system, MCS will remit copies  
43 of the student's education records to the external school system upon written request from the new  
44 school, in compliance with FERPA. While FERPA allows schools to transfer student records without  
45 parental consent under these circumstances, parents must be notified of the transfer. All records  
46 transferred must be complete, accurate, and securely transmitted to protect student privacy.

47 **SUBPOENAS FOR STUDENT RECORDS**

48 Under FERPA and the Tennessee Education Records as Evidence Act, education records may be  
49 disclosed in response to a lawfully issued subpoena or judicial order. If an employee of the district  
50 receives a subpoena for education records, the employee must notify their supervisor, who will contact  
51 the Board attorney.

52 FERPA requires that, unless otherwise specified by the subpoena, the school district must make a  
53 reasonable effort to notify the parent, guardian, or eligible student of the subpoena before complying,  
54 giving the parent/guardian an opportunity to seek protective action. The Tennessee Education Records  
55 as Evidence Act requires that a student's education records are filed under seal with the court of  
56 jurisdiction. In all cases, the school district will ensure that the scope of disclosure is limited to the  
57 specific information requested and that any release of records complies with both federal and state law,  
58 safeguarding student privacy to the fullest extent possible.

Murfreesboro City Schools  
2252 South Church Street, Murfreesboro TN 37127  
**Phone** (615) 893-2313 **Fax** (615) 893-2352  
cityschools.net



## Education Records Request Form

The Family Educational Rights and Privacy Act (FERPA) provides certain rights concerning access to, and the privacy of, a student's education records. Parents/guardians may use this form to request specific education record information for their child. For more information regarding FERPA, please see [Board Policy 6.600](#).

### Student Information

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School attending: \_\_\_\_\_

### Requestor Information

Requestor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation to Student:  Parent  Legal Guardian  Other: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Method of Delivery:  Mail  E-mail  Pick-Up

### Education Records for Release

All student education records maintained by Murfreesboro City Schools

Limited education records (check all that apply):

Academic Records

Student Enrollment Records

Attendance Records

Special Education Records

Discipline Records

Student Account Records

Other: \_\_\_\_\_

By signing below, you affirm that you are the individual named on this form and you are entitled to the education record information requested. Murfreesboro City Schools will provide the records requested in a timely manner in the method of delivery selected above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date

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## Education Records Disclosure Form

The Family Educational Rights and Privacy Act (FERPA) provides certain rights concerning access to, and the privacy of, a student's education records. Unless an allowable exception applies, a student's education record cannot be disclosed to a third party, without the student's written consent. While this form authorizes MCS to release education records to third parties, it does not obligate MCS to do so. MCS reserves the right to review and respond to requests for the release of education records on a case-by-case basis. For more information regarding FERPA, please see [Board Policy 6.600](#).

### Student Information

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School attending: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent Phone: \_\_\_\_\_ Parent E-mail: \_\_\_\_\_

### Information for Individual/Entity to Receive Records

Individual/Entity Name: \_\_\_\_\_

Individual/Entity Address: \_\_\_\_\_

3<sup>rd</sup> Party Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Purpose for Disclosure: \_\_\_\_\_

### Education Records for Release

- All student education records maintained by Murfreesboro City Schools
- Limited education records (check all that apply):
  - Academic Records
  - Attendance Records
  - Discipline Records
  - Other: \_\_\_\_\_
  - Student Enrollment Records
  - Special Education Records
  - Student Account Records

By signing below, you are consenting to Murfreesboro City Schools releasing education record information to the 3<sup>rd</sup> party listed above. You have the right to inspect any written records released pursuant to this consent. This authorization will remain in effect from the date it is signed until it is revoked through a written revocation to your child's school.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date