

<b>Administrative Directive Title:</b>  <b>Education Records Correction Procedure</b>	<b>AD Number:</b>  <b>6.602.1</b>	<b>Adopted:</b> May 2019 <b>Former Descriptor:</b> STU38
<b>Policy References:</b> <a href="#">Board Policy 6.602</a> - Student Records Inspection and Correction Procedure	<b>Revised:</b> 11/24	

1 Parents, guardians, or eligible students have the right to request corrections to records they believe to be  
 2 inaccurate, misleading, or in violation of privacy rights. Grades and academic performance evaluations  
 3 may only be challenged through this process based on the accuracy of their transcription.

4 The following outlines the procedures for requesting such corrections:

- 5 1. A parent, guardian, or eligible student must submit a written request to the Assistant  
 6 Superintendent of Student Support Services, specifying the part of the record in question and  
 7 explaining why they believe it is inaccurate, misleading, or violates privacy rights. The Assistant  
 8 Superintendent of Student Support Services will designate an individual to review the request  
 9 and investigate, if necessary.
  - 10 ○ After reviewing the request and conducting any necessary investigation, the investigator  
 11 will issue a written response approving or denying the request. If the request is denied,  
 12 the investigator will inform the parent or student of their right to a hearing to challenge  
 13 the information.
- 14 2. If a hearing is requested, the Assistant Superintendent of Student Support Services will arrange  
 15 for a hearing, providing the parent or student with at least two (2) school days' notice of the date,  
 16 location, and time.
  - 17 ○ The hearing will be conducted by an impartial hearing officer assigned by the Assistant  
 18 Superintendent of Student Support Services. The hearing officer may be a district  
 19 employee trained in FERPA regulations but must not have been involved in the initial  
 20 review.
  - 21 ○ During the hearing, the parent or student will have the opportunity to present evidence  
 22 regarding the request to amend the records. A parent may accompany the student, and if  
 23 private legal counsel is involved, the hearing may be rescheduled to allow for the Board  
 24 attorney to be present.
  - 25 ○ The hearing officer will prepare a written decision based solely on the evidence presented  
 26 during the hearing. This decision will include a summary of the evidence and the reasons  
 27 for the ruling.
  - 28 ○ If the hearing officer determines that the contested information is not inaccurate,  
 29 misleading, or in violation of the student's rights, the parent or student will be informed  
 30 of the right to place a statement in the record explaining their disagreement. This  
 31 statement will remain a part of the record for as long as the contested information is  
 32 maintained and will be included whenever the district discloses the contested portion.

33                   ○ If the hearing officer determines that the information is inaccurate, misleading, or in  
34 violation of the student's rights, the record will be amended accordingly, and the parent  
35 or student will be notified in writing of the amendment.

36 Parents have the right to file a complaint with the U.S. Department of Education concerning alleged  
37 failures by the school to comply with the requirements of FERPA. The contact information for the office  
38 that administers FERPA is below:

39                   Student Privacy Policy Office  
40                   U.S. Department of Education  
41                   400 Maryland Avenue, SW  
42                   Washington, D.C. 20202-4605  
43                   [FERPA.Complaints@ed.gov](mailto:FERPA.Complaints@ed.gov)

44 Murfreesboro City Schools reserves the right to revise these procedures at any time in accordance with  
45 legal requirements or changes to the Family Educational Rights and Privacy Act.