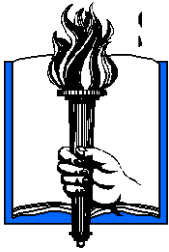


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>	<b>Descriptor No:</b>	<b>Effective Date:</b>
<b>Student Records</b>	<b>AD STU27</b>	<b>2/07</b>
<b>Revised:</b>		
<b>7/11; 3/19; 7/19; 4/20</b>		

**1 Student Records**

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3 1. A cumulative record is a legal document and shall be kept for each student enrolled in school.  
4 The file shall include the student's name, address, parents' names and occupations, complete  
5 school record, achievement test results, health record, school activities, and counselors' notes;  
6 contain a copy of the student's birth certificate if provided; a copy of the student's Home  
7 Language Survey, if applicable; and documentation of a student's withdrawal, if applicable,  
8 including the signature of the parent of guardian requesting withdrawal, and to the extent  
9 possible, the student's future destination; shall be kept current; and shall accompany the student  
10 through his/her school career. Attendance records kept on each student become permanent  
11 property of the school system.

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13 2. Annually, each student's most recent school picture shall be uploaded in his/her cumulative  
14 record, replacing the last picture on file. If a student is new to the district or if a current picture  
15 is not in the Skyward file, then a picture shall be taken and uploaded.

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17 3. If a student transfers from one school to another school within Murfreesboro City Schools  
18 (MCS), the student record will be available to the new school through the student information  
19 system (Skyward) and the electronic student record system (FileBound). If a student transfers  
20 from MCS to another LEA, then MCS shall remit copies of the student's records, including the  
21 student's disciplinary records, to the LEA to which the student transfers. All records shall be  
22 remitted in accordance with FERPA.

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

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

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6. Student records shall be confidential.

7. In accordance to Federal law, complete documentation of suspensions and expulsions of a student and resulting disciplinary actions will be included in the permanent record. Transmission to other educational agencies for any student who is enrolled, seeks to enroll, intends or is instructed to enroll, on a full or part-time basis will be sent upon request by the receiving school.

**Non-custodial Parents**

1. Any parent who does not have custody of a child, or in the case of parents having joint custody of a child, the parent not residing with the child, or in the case of a child in the custody of a legal guardian, both parents, may request in writing that a copy of the child's report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents be furnished directly to such noncustodial or nonresident parent. Such request shall be accompanied by the parent or parents' current mailing address. The local education agency shall send a copy of the report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents to such address.

2. Any judge having jurisdiction over the custody of such a child may upon showing of good cause deny any information concerning the residence of the child to the noncustodial or nonresident parent.