

Obion County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: 03/01/04
		Rescinds:	Issued:

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health
2 record, attendance record, and scholarship record; shall be kept current; and shall accompany the student
3 through his/her school career.¹

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

9
10 The name used on the records of a student entering the system from another school must be the same as
11 that shown on records from the school previously attended unless evidence is presented that such name
12 has been legally changed as prescribed by law.

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14 When a student transfers and his/her records are requested from another school in the system, the school
15 shall send the original records to the transfer school.

16
17 When a student transfers and his/her records are requested from a school outside of the county, the school
18 shall keep the original records and send copies to the transfer school.

19
20 Attendance records kept on each student become permanent property of the school system.

21
22 Student records shall be confidential. Only authorized school officials may have access to student
23 information for legitimate educational purposes without the consent of the student or parent/guardian.²

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34 Legal References:

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

Cross References:

- School Board Records 1.407
- Promotion and Retention 4.603
- Attendance 6.200
- Child Custody/Parental Access 6.209
- Disciplinary Hearing Authority 6.317
- AIDS 6.404