

Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date: 09/24/15
		Rescinded:	Revised: 10/19/23

INSPECTION PROCEDURE⁵

Parent(s) or guardian(s) of students and eligible students* may inspect and review the student's education records upon written request.¹

Parent(s), guardian(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the request.

The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent or guardian has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent or guardian does not have the authority under applicable state law governing guardianship, separation, and divorce.²

When a record contains information about students other than the parent's or guardian's child or the eligible student, the parent(s), guardian(s) or eligible student may not inspect and review that information.²

FEES FOR COPIES

A reasonable fee for copies provided to parent(s), guardian(s) or eligible students shall be determined by the Director of Schools. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.³

CORRECTION PROCEDURES

Parent(s)/guardian(s) of students or eligible students may seek to change any part of the student's record they believe to be incorrect.⁴ The Director of Schools shall develop an acceptable procedure to establish an orderly process to review and potentially correct an education record.

Transcript Corrections

Student transcript alterations may only be made when the change is supported by documentation providing an explanation of the reason for the transcript alteration and evidence that the student has earned the grade reflected in the altered transcript.⁶ This documentation must be reviewed and approved by both the principal and the school counselor. The approval must be formally documented via signature of both the principal and counselor on a cover letter attached to the documentation and maintained in school files.

Any employee who is aware of unauthorized transcript alterations must immediately report to their direct supervisor or to the next level of supervision, as appropriate. District administration and/or the board shall not retaliate against any employee who reports violations of this policy regarding transcript alterations.

Any person who intentionally violates this policy may be subject to disciplinary action, including, but not limited to, revocation of a professional educator license or certification issued by the department of education, and may be subject to prosecution for falsification of educational or academic records under T.C.A. § 39-14-136.

*The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student’s rights.

Legal References:

1. 34 CFR §99.10
2. 34 CFR § 99.4
3. TCA 10-7-506; 34 CFR § 99.11
4. 34 CFR § 99.20
5. TCA 49-1-704
6. TCA 49-50-1101

Cross References: