

CONFIDENTIAL STUDENT INFORMATION

I. PURPOSE

The purpose of this policy is to inform parents and students of the circumstances in which a student's education record can or cannot be released and of the circumstances in which individuals or organizations can conduct research or surveys that increase an understanding of the educational needs of children.

II. SCOPE

This policy applies to: (1) the parent of a student who is under eighteen years of age, including a guardian and an individual acting as a parent in the absence of a parent or guardian; (2) a student who is 18 years old or more (eligible student),¹ including a student who becomes an eligible student while under current enrollment/attendance; (3) third parties seeking access to confidential student information; and (4) individuals or organizations seeking permission to conduct research or surveys. [Parents and eligible students will be referred to collectively as parent/guardian.]

III. DEFINITIONS

Education Records – records, files, documents and other materials which: (1) contain information directly related to a student, including: state and national assessment results, including information on untested public school students; course taking and completion, credits earned and other transcript information; course grades and grade point average; date of birth, grade level and expected graduation date or graduation cohort; degree, diploma, credential attainment and other school exit information such as receipt of the GED® and drop-out data; attendance and mobility; data required to calculate the federal four-year adjusted cohort graduation rate, including sufficient exit and drop-out information; discipline reports limited to objective information

¹ A student who attends a postsecondary institution is also an eligible student, regardless of age.

sufficient to produce the federal Title IV annual incident report; remediation; special education data; demographic data and program participation information; and (2) are maintained by LEA or a person acting for LEA.

Personally Identifiable Information – includes, but is not limited to:

1. Student's name;
2. Name of student's parents or other family member;
3. Address of student or student's family;
4. A personal identifier, such as student's social security number, student number, or biometric record;
5. Other indirect identifiers, such as student's date of birth, place of birth, and mother's maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty;
7. Information requested by a person who the LEA reasonably believes knows the identity of the student to whom the education record related.

Directory Information – means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if released. The term directory information relating to a student includes, but is not limited to:

1. Name;
2. Physical and electronic mail address;
3. Telephone listing;
4. Date and place of birth;
5. Major field of study;
6. Participation in officially recognized activities and sports;
7. Weight and height of members of athletic teams;
8. Date of attendance;
9. Degrees and awards received; and
10. The most recent previous LEA or institution attended by the student.

IV. POLICY STATEMENT

Shelby County Schools recognizes that information collected and maintained about individual students primarily is designed to assist in the educational development of the students and should be accessed and disclosed only for that purpose. It is therefore the policy of Shelby County Schools to keep as confidential the education records of all students in Shelby County Schools and to allow disclosure only to

persons who are legally permitted to review such records. Shelby County Schools also recognizes that research and surveys, some of which involve access to students' educational records, are designed to improve educational programs in the District. This research should be done in a manner that produces reliable and sound results and that does not invade the privacy rights of students and their parents/guardians. It is therefore the policy of Shelby County Schools to closely monitor the circumstances in which individuals or organizations conduct research or surveys in the school District or seek access to confidential student information.

ACCESS TO EDUCATION RECORDS

A. Right to Inspection and Review

The parent/guardian of a student in Shelby County Schools has the right to inspect and review the education record of the student. An education record is any information directly related to a student as defined above. It includes personally identifiable information as defined above and such personally identifiable information as name, address, telephone number, test results, grades, medical and health records, social security number or other identifying numbers, photographs, video tapes, and disciplinary records. With proper identification, records normally may be reviewed immediately, although forty-five (45) days are allowed to produce such records. Parents/guardians will be notified of this right annually in one of the school District's newsletters to parents/guardians. When reviewing the education record, the parent/guardian can be accompanied by another person, but he/she must sign a consent form allowing the other person to review the record.

A parent/guardian of a student with a disability can send a representative to review the student's education record, but must sign a consent form allowing such a review. Shelby County Schools must respond to a parent's/guardian's request for the education record of a student with a disability prior to any meeting regarding the student's Individual Education Plan or prior to any hearing regarding the student's placement.

A parent/guardian can request an amendment to the education record if he/she believes that the information is inaccurate, misleading, or in violation of the student's rights of privacy. If Shelby County Schools does not grant the request to amend the record, the parent has the right to request a hearing on whether the information is inaccurate, misleading or in violation of the student's rights of privacy. The Board of Education adopts the hearing procedures specified in the Family Education Rights and Privacy Act and its accompanying regulations.

B. Release of Education Records to Military Parents

In the event that official education records cannot be released to military parents for the purpose of transfer, SCS shall prepare and furnish to military parents a complete set of unofficial or hand-carried education records containing uniform information as determined by the Interstate Commission. Additionally, upon request by the receiving school, SCS shall process and furnish the official education records to the receiving school within 10 days or within the time determined by the Interstate Commission in accordance with the Interstate Compact on Educational Opportunity for Military Children.

C. Disclosures of Confidential Student Information

A parent/guardian, including an eligible student, must give signed and dated written consent before a student's education record or other personally identifiable information is released to any third party, except where the record may be released without consent as prescribed by law. Shelby County Schools shall disclose directory information without the consent of parents and eligible students unless opt out provisions provided in accordance with the administrative rules and regulations accompanying this policy are exercised. The administrative rules and regulations accompanying this policy list legal exceptions to the requirement of prior parental/guardian consent. The administrative rules and regulations accompanying this policy also list certain conditions prescribed by law under which students' education records may be re-disclosed without prior consent.

Shelby County Schools shall not release, without parent consent unless permitted by law, information from education records if the requester asks for the record of a particular student, or if there is reason to believe that the requester knows the identity of the student to whom the requested records relate.

Shelby County Schools shall inform parents/guardians when personally identifiable information collected, maintained or used for purposes related to providing services under the Individuals with Disabilities Education Act is no longer needed. The information will be destroyed at the request of the parents/guardians. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

FEDERAL AND STATE LAW PROTECTION OF PUPIL RIGHTS

A. Research and Surveys

Individuals or organizations that wish to conduct research or surveys in Shelby County Schools must submit proposals for prior approval to the District department responsible for research. This requirement applies to agencies, organizations or persons outside the regular school faculty, and to Shelby County Schools employees if they wish to gather information beyond that of individual school assignments.

1. The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98)

Under federal law, parental/guardian consent is required for all requests for confidential student data, unless access without consent is authorized by law. All instructional materials that will be used in connection with any survey, analysis, or evaluation of any education program receiving Federal funds shall be available for inspection by the parents/guardians of the student. The law also provides that no student shall be required, without parental/guardian consent, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student's parents;
2. mental and psychological problems of the student or the student's family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student's parents; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The identities of any SCS students participating in such activities shall be kept anonymous. Shelby County Schools will, at the beginning of the year, notify parents/guardians of the specific or approximate dates during the year when any such survey, analysis, or evaluation is scheduled or expected to be scheduled. Parents/guardians shall also be provided with an opportunity to opt their child out of such activities and notified of this right.

Requests from undergraduate college students to conduct research or surveys will not be accepted.

2. Student Surveys, Analyses or Evaluations (TCA 49-2-211)

In accordance with state law, parents/guardians shall be allowed access to review all surveys, analyses or evaluations, prior to being administered to their child and shall be able to opt their child(ren) out of participating in a survey, analysis, or evaluation. The district shall also disclose to the parent/guardian the purpose for the survey, analysis, or evaluation materials as well as who will have access to the results. Parental/guardian consent must be obtained prior to conducting research or administering surveys in the school District. Parent / guardian or students, in the case of students eighteen (18) years of age or older, shall be required to provide written consent before the collection of individual student biometric data.

3. Certain Individual Student Data

The district shall not collect individual student data on a student's

1. Political affiliation;
2. Religion;
3. Voting history; and
4. Firearm ownership, and
5. Without written consent of the parent or student, biometrics, analysis of facial expression, EEG volume, posture, and eye-tracking.

B. Access to Instructional Material

The parent/guardian of a student in the Shelby County Schools has the right to inspect, upon the request of the parent, any instructional material, teaching material, and other teaching aids used in the classroom or used as part of the educational curriculum for the student. Instructional material includes any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet.)

Additionally, in accordance with state law the parent/guardian of a student in the Shelby County Schools is entitled to review tests that are developed by and graded by a teacher of the parent or legal guardian's child. Academic tests or academic assessments that are not developed by and graded by the student's teacher are not included under the term instructional material.

Moreover, the district shall make all teaching materials, including handouts readily available for review upon request by the parents or legal guardians.

C. Personal Information Collected for the Purpose of Marketing or Selling

The parent/guardian of a student in Shelby County Schools has the right to inspect and review any method used for the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose) before being administered to students. No student shall be required to participate in such activities without parental/guardian consent. The identities of any SCS students participating in such activities shall be kept anonymous. Shelby County Schools shall, at the beginning of the year, notify parents/guardians of the specific or approximate date during the year when these activities are scheduled or expected to be scheduled. Parents/guardians shall also be provided with an opportunity to opt their child out of such activities and notified of this right. This does not include information collected for the development of educational products or services.

Additionally, Shelby County School shall comply with the provisions of the Student Online Personal Protection Act (T.C.A. 49-1-702) relative to the protection of student privacy against activities including, but not limited to, disclosure of covered information unless allowed by law, targeted advertising, creating student profiles for non-educational purposes, and selling or renting a student's information.

RIGHTS OF NONCUSTODIAL OR NONRESIDENT PARENT

A noncustodial or nonresident parent 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. The written request must include the mailing address of the noncustodial parent. A noncustodial parent will not have access to this information if Shelby County Schools is presented with a legal document prohibiting release of the information to the noncustodial or nonresident parent. In addition, a noncustodial or nonresident parent has the same

right to review the education record of a student as that given to the custodial parent, unless there is legal documentation prohibiting such review by the noncustodial or nonresident parent. However, the personal information of a custodial parent shall not be accessed by or released to a noncustodial or nonresident parent with the child's education record.

COMPLIANCE REVIEW COMMITTEE

A Committee on Confidential Student Information shall be established to provide advice on compliance with student confidentiality laws, regulations and policies.

V. RESPONSIBILITY

- A. The Superintendent (or designee) is responsible for administering this policy.
- B. The department charged with confidential student information and student records is responsible for annually notifying parents and guardians of (1) their rights to request student information; (2) the district's definition of personally identifiable information; (3) the district's definition of directory information and a parent's right to exercise his/her right to advise the district in writing that consent for release of such information is denied; and (4) the district's responsibility to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings and a parent's right to exercise his/her right to advise the district in writing prior to release that consent for release of such information is denied.

Legal References:

1. Family Education Rights and Privacy Act (20 U.S.C. § 1232g et. seq.)
2. Family Education Rights and Privacy Act Regulations (34 CFR Pt. 99)
3. Individuals with Disabilities Education Act (20 U.S.C. § 1400 et. seq.)
4. Individuals with Disabilities Education Act Regulations (34 CFR Pt. 300)
5. Protection of Pupil Rights Amendment (20 U.S.C. § 1232h)
6. Confidential Records of Students (Tennessee Code Annotated 10-7-504(a)(4))
7. Confidentiality of Alcohol and Drug Abuse Patient Records (42 CFR Ch. 1, § 2.14)
8. Rights of Noncustodial and Nonresident Parents (Tennessee Code Annotated 36-6-104 and 49-6-902)
9. USA Patriot Act (Public Law 107-561; 115 Stat. 272)
10. Title 49, Chapter 12, Part 3 - Part Interstate Compact on Educational Opportunity for Military Children
11. TCA 49-6-3001(c) (1) (2) (3)
12. TCA 49-2-211 (b) (c)
13. TCA 49-6-7003 (b) (c)
14. Special Education Programs and Services TRR/MS 0520-01-09-.21 (Transfer of Parental Rights at Age of Majority)

15. TCA 49-1-702

Issued Date: 05/20/14

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The District department responsible for student information shall: (a) develop procedures for coordinating requests for student information maintained by other departments; (b) maintain a referral unit to refer requests for information to the appropriate department; (c) review and approve or negotiate release of student information to all third parties or nonemployee school officials; and (d) train school personnel in Federal and state confidentiality laws and regulations once per year.

Inspection and Review of Records by Parent/Guardian

1. A parent/guardian must complete a form requesting a review of a student's education record. The parent/guardian must provide two types of identification prior to reviewing the student's record, with one piece of identification being a picture.
2. Records normally may be reviewed immediately, although forty-five (45) days are allowed to produce records. Shelby County Schools will inform the parent of the date, time and location in which the information can be reviewed.
3. If the parent/guardian is unable to inspect and review the educational record, Shelby County Schools will arrange other ways to make the record available or copy the record.
4. Shelby County Schools will respond to reasonable requests to explain or interpret information in a student's educational record.
5. Shelby County Schools may charge a fee for copying records for a custodial or noncustodial parent, depending upon the amount of information requested. The school District may also charge a fee when third parties request copies of records.

Request to Amend the Education Record

A parent/guardian can request that a student's education record be amended if he/she believes the education record is inaccurate, misleading, or in violation of the student's rights of privacy. The parent/guardian must complete a form stating explicitly why he/she believes the information is inaccurate, misleading or an invasion of privacy and how he/she believes the record should be amended. The form must be submitted to the District department responsible for student information. The request must be made within a reasonable period of time after inspection of the record. Shelby County Schools must respond to the request within a reasonable period of time.

If Shelby County Schools decides not to amend the record as requested, it shall inform the parent/guardian of its decision and of his/her right to a hearing. The request for a hearing must be submitted to the District department responsible for student information. Shelby County Schools will give the parent/guardian the date, time and place reasonably in advance of the hearing. The parent will be given a full and fair opportunity to present evidence relevant to the issues and may be represented by an individual of his/her choosing, including an attorney.

The hearing shall be conducted by a hearing officer appointed by the Superintendent (or designee). The hearing officer shall render his/her decision in writing within a reasonable period of time after the hearing. The decision shall be based solely on the evidence presented at the hearing. The decision of the hearing officer will be final.

If the information in the education record is determined to be inaccurate, misleading or in violation of the student's privacy rights, Shelby County Schools shall amend the record and inform the parent/guardian of the amendment in writing. If, as a result of the hearing, it is determined that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, Shelby County Schools shall inform the parent/guardian of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the hearing officer.

If a parent/guardian places a statement in the education record of the student, the school District shall:

- a. Maintain the statement with the contested part of the record for as long as the record is maintained; and

- b. Disclose the statement whenever it discloses the portion of the record to which the statement relates.

Protection of Pupil Rights Amendment

Inspection and Review of Instructional Materials by Parent/Guardian

1. A parent/guardian must complete a form requesting a review of instructional material. The school will send a copy of the request to the department responsible for curriculum and instruction.
2. Instructional materials normally may be reviewed within 3 days, although additional days are allowed to produce the material when necessary. Upon gathering the material, the school will inform the parent of the date, time and location in which the information can be reviewed.
3. If the parent/guardian is unable to inspect and review the requested material, the school will arrange other ways to make the information available or copy the information. Shelby County Schools may charge a fee for copying the material.
4. The school will respond to reasonable requests to explain or interpret the information.

Parent/Guardian Inspection and Review of Surveys and Questionnaires Used for Collecting Information

1. A parent/guardian must complete a form requesting a review of surveys created by a third party and/or collection instruments used for gathering personal information for the purpose of marketing or selling.
2. Any materials normally may be reviewed immediately, although five (5) days are allowed to produce the material. Shelby County Schools will inform the parent of the date, time and location in which the information can be reviewed.
3. If the parent/guardian is unable to inspect and review the requested material, Shelby County Schools will arrange other ways to make the information available or copy the information. Shelby County Schools may charge a fee for copying the material.

Other Requests for Information

Requests for information in a student's education record by third parties must be in writing. Shelby County Schools will respond to these requests within a reasonable period of time.

Shelby County Schools will not release a student's education record to law enforcement personnel, unless required to do so by court order; or through a formal agreement between the school District and a law enforcement agency; or by federal, state or local law.

Research and Surveys

The District department responsible for research is responsible for processing all requests to conduct research or surveys in Shelby County Schools.

The District department responsible for research is also responsible for developing procedures for submission of research proposals and for maintaining confidential records used in research or surveys. Each applicant must submit a request/approval form, available from the District department responsible for research.

The District department responsible for research will give final approval to all requests for confidential student information in conjunction with research activities.

The principal has the option not to participate in a research project or survey if Shelby County Schools does not require the school's participation.

Shelby County Schools will charge a fee for preparing and copying information needed for research purposes.

Disclosures of Confidential Student Information

Under the Family Educational Rights and Privacy Act, Shelby County Schools may disclose information in a student's education record without parental/guardian consent for certain purposes. The information may be disclosed without parental/guardian consent to the following persons or under the following circumstances:

- 1. Parents of Eligible Students (a student who is 18 years old or more) in Certain Cases** – Shelby County Schools may allow parents/guardians to have access to their child's education records, without the eligible student's consent, in the following circumstances: the student is a dependent for Federal income

tax purposes; or the disclosure is in connection with a health or safety emergency where knowledge of the information is necessary to protect the health or safety of the student or other individuals.

2. **The Attorney General of the United States** – Shelby County Schools shall disclose without consent or knowledge of the student or parent personally identifiable information from the student's education records, upon request of a valid Ex parte court order, to the Attorney General of the United States (or designee) in connection with the investigation or prosecution of certain terrorism crimes.

3. **School Officials with Legitimate Educational Interests** – Under the Family Educational Rights and Privacy Act, Shelby County Schools may release a student's education record without prior consent if the disclosure is to other school officials, including teachers within the District, who have a legitimate educational interest in the record. Shelby County Schools defines a "school official" as a person employed by the school District as an administrator, supervisor, instructor, counselor, researcher, or support staff person; a person serving on the school board who needs the information for an officially-designated purpose; a person or company with whom the school District has contracted to perform a specific task; and a contractor, consultant, volunteer, or other outside party to whom the District has outsourced instructional services or functions that it otherwise would use employees to perform, provided that the entity is under the direct control of the District with respect to the use and maintenance of education records and is subject to the same conditions governing the use and re-disclosure of education records as the District. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his/her duties, as identified by the District. Shelby County Schools does not release educational records to school officials if the school official is requesting the record with the expressed or implied intent of recruiting students to the school or sharing information about the school to students and parents.

4. **Schools to which a Student Enrolls/Transfers** – Prior parental/guardian consent is not required if the disclosure is to officials of another school, school system, or institution of post secondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. This disclosure may occur upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.

Additionally, in accordance with state law, if a student transfers from a school to another school within the Shelby County Schools district, the district shall send copies of the student's records, including the student's disciplinary records, to the school to which the student transfers. Moreover, if a student transfers from an LEA to another LEA, then the LEA from which a student transfers shall remit copies of the student's records, including the student's disciplinary records, to the LEA to which the student transfers. All records shall be remitted in accordance with the Family Education Rights and Privacy Act, codified at 20 U.S.C. § 1232g. This does not apply to any child who:

- a) has received a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state;
 - b) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED(R)) from a state-approved institution or organization or who has obtained a GED(R) unless the student is under eighteen (18) years of age and is not making satisfactory progress in the program;
 - c) is six (6) years of age or younger and whose parent or guardian has filed a notice of intent to conduct a home school with the Superintendent or the director of a church-related school; or
 - d) is a student enrolled in a home school who has reached seventeen (17) years of age.
5. The disclosure is to federal, state or local education authorities, to the Comptroller General, or the Attorney General of the United States.
 6. The disclosure is in connection with a student's financial aid.
 7. The disclosure is to State or local officials in connection with the juvenile justice system's ability to serve a student.
 8. The disclosure is to organizations conducting studies for, or on behalf of, Shelby County Schools to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. The District must enter into an agreement with the organization that (1) specifies the purpose, scope, and duration of the study and the information to be disclosed; (2) requires that information from education records shall only be used to meet the purpose or purposes of the study as stated in the written agreement; (3) contains the current legal requirements on re-disclosure and destruction of information; (4) requires the organization to conduct the study in a manner that does not

permit access to personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; (5) requires the organization to destroy or return all personally identifiable information when no longer needed for the purposes of the study; and (6) specifies the time period during which the organization must either destroy or return the information.

9. The disclosure is to an accrediting organization.
10. The disclosure is to parents of a student who is still dependent for income tax purposes.

The disclosure is to comply with a lawfully issued subpoena or a court order, unless a FERPA notification requirement exists without exemption.

11. The disclosure is to the parent/guardian of a student who is not an eligible student or to the student.
12. The disclosure is in connection with health and safety emergencies. These types of disclosures are limited to a specific situation that presents imminent danger to a student, other students, or other members of the school community, or a situation that requires the immediate need for information from an education record in order to avert or diffuse serious threats to the safety or health of a student or other individuals. In making a decision to release information from an education record, the District may take into account the totality of circumstances pertaining to a threat to the health or safety of a student or other individuals. (The District must record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed.)
13. The disclosure is to specified officials for audit or evaluation purposes.
14. The disclosure is in accordance with provisions proscribed in law to the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements.
15. The disclosure is in accordance with provisions proscribed in law to an agency caseworker or other representative of a State or local child welfare agency (e.g., foster care placement), or tribal organization who has the right to access a

student's case plan, in accordance with State or tribal law, for the care and protection of the student.

16. F.E.R.P.A. gives school district the right to disclose "directory information" without the consent of parents and eligible students. "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Examples of "directory information" are student's name, address, telephone listing, e-mail address and parents' name(s). The primary purpose of directory information is to allow the LEA to include this type of information in certain school publications. Examples include, but are not limited to; (1) A playbill, showing your student's role in a drama production; (2) The annual yearbook; (3) Honor roll or other recognition lists; (4) Graduation programs; and (5) Sports activity sheets, such as for football, basketball or wrestling, showing weight and height of team members. Parents and eligible students may request that directory information regarding the student not be disclosed. If you are a parent or eligible student and DO NOT want your child's/your directory information to be disclosed, please notify, in writing, the Shelby County Board of Education, Student Records Department at 160 S. Hollywood St., Memphis, TN 38112. Upon receipt, the request will be noted in the district's student management system.

17. In addition, two federal laws require LEAs, because it receives assistance under the Elementary and Secondary Education Act of 1965 (ESEA), to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The District department responsible for student information will coordinate requests for information described above.

Shelby County Schools shall maintain with each student's education records a record of each request for access to and each disclosure of personally identifiable information from the student's records, including the names of the additional parties to whom the receiving party may re-disclose the information on behalf of the District. The District is responsible for obtaining the records of re-disclosures from State and Federal authorities, as appropriate, and making it available upon request of a parent or eligible student.

Complaints

A parent/guardian may file a complaint with the Family Policy Compliance Office if he/she believes that the Family Educational Rights and Privacy Act has been violated. The complaint must be filed within 180 days of the date of the alleged violation or of the date the complainant reasonably knew or should have known of the alleged violation. A parent/guardian may also file a complaint with the Family Policy Compliance Office if he/she believes that the Protection of Pupil Rights Amendment has been violated.

The Office's Address is:
Family Policy Compliance Office
US Department of Education
Washington, DC 20202-4605