MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term:	Descriptor No:	Date Adopted:
STUDENT RECORDS	**STU 13**	**4/79**
	Reviewed*/Revision Adopted:** **1/01; 2/06; *8/11	

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

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

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

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

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

In accordance with 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.

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Legal References:

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