

RECORDS INQUIRY PROCEDURE (REC-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for obtaining records from Central Records.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Information and Records Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Communications Officer

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Records Specialist receives request to provide a copy of a student record. Requests may be made by:
 - 5.1.1 Parents/guardians if student is under 18 years of age,
 - 5.1.2 Student the record belongs to if student is 18 years of age or older,
 - 5.1.3 And outside agencies in compliance with FERPA with proper documentation.
- 5.2 The request is verified with signature for authenticity before processing.
 - 5.2.1 A Request for Transcript, (ref. REC-F003) must accompany all requests for records.
- 5.3 Records Specialist locates and pulls student record, performs data search and copies requested data.
- 5.4 Requested data is forwarded to requestor.
 - 5.4.1 Transcripts are sealed by Central Records personnel for certification.
- 5.5 Student record is re-filed along with Request for Transcript.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Student Record
- 6.2 Request for Transcript ([REC-F003](#))
- 6.3 Tennessee Code Annotated (49-50-1502- 49-50-1509)
- 6.4 Family Education Rights & Privacy Act (FERPA)

7.0 RECORD RETENTION TABLE:



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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student Records, & Request for Transcript	File Room	Indefinitely	Permanent	Secured File Room

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/08/03		Initial Release
1/23/04	A	Delete 5.1.3 through 5.1.10 and add new 5.1.3, clarify 5.2, add 5.4.1, clarify 5.5 and update flowchart
4/22/09	B	Update 2.0 & 3.0 and document numbers, remove log reference

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****

