

Williamson County Board of Education Standard Operating Procedure

Effective Date:
10/23/19

6.602p

Procedures to Seek to Correct Education Records

When eligible students and/or their parents/guardians seek to change any part of the student's record that they believe is incorrect, the following procedures should be followed¹.

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent/guardian of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may decide to comply with the request for change at several levels in the procedure.

First level decision - When a parent/guardian of a student or an eligible student finds an item in the student's education record which they believe is inaccurate, misleading or in violation of student rights, they should immediately ask the Principal to correct it. If the record is incorrect because of an obvious data entry error and it is a simple matter to make the record change at this level, the Principal will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the Principal cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the requester may submit a written request to the Principal.

Second level decision - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It must identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why, or
2. Is misleading and why, or
3. Violates student rights and why, and
4. Includes the correction as is desired to be made.

The request will be dated and signed by the requester.

Within two weeks after the Principal receives a written request, he or she will make a decision to comply or decline to comply with the request and will transmit a written summary and a copy of the written request to the Superintendent of Schools and the requester.

Third level decision - If the requester desires to appeal the decision of the Principal, they may submit a written request to the Superintendent of Schools. The Superintendent of Schools will review the appeal and transmit a copy of his or her written summary to the requester.

References

1. WCS Board Policy 6.602