



**Administrative Policies and Procedures: 9.3 DOE**

<b>Subject:</b>	<b>Youth Education Records</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	<b>ACA Standards:</b> 3-JCRF-1E-07
<b>Application:</b>	To all Superintendents, Principals, DCS Community Residential Facilities Supervisors, Community Services Directors, Probation Managers, Probation Officers and Department of Youth Development Educational Personnel.

**Policy Statement:**

Youth education records shall be maintained in the school building while the youth is enrolled in school and in the youth master file thereafter and shall contain standardized information. The procedure for the transmittal of youth education records shall be standardized as established herein.

**Purpose:**

To establish a standardized system for maintenance of DCS school records.

**Procedures:**

- A. Youth education records shall be a component of the youth's master file but shall be maintained separately in the school building while the youth is enrolled in school.
- B. A checklist form **CS-0212, Student Education Records Checklist**, and the accompanying documents shall be forwarded by the Probation Officer to the facility upon commitment, if possible, but within five working days. Upon release or transfer, the school principal or designated person shall forward with the appropriate documents the checklist. Such list shall be reviewed as needed by the Director of Education and shall include records from the community school and records generated in the Department of Children's Services including special education records.
- C. The student's Probation Officer shall ensure that community school records are received by the appropriate classification center within five working days of the youth's commitment.
- D. Upon a youth's release or transfer, the Department of Children's Services facility school principal or designee shall be responsible for the transmittal of copies of youth education records to the appropriate community program and/or to the youth's residential case manager. School personnel will remove from the record any information included at the facility that would not be needed by the community program or school.

**E. Youth education records are strictly confidential.**

1. Access to youth education records shall be limited to the youth's program staffing and classification staffing team members, the school principal, the youth's teachers, the counselor, the youth's attorney, any court monitors, and individuals and agencies that can demonstrate both a need to know and a right to know. All persons reviewing youth education records shall be required to sign the youth education record access log which is maintained in each youth's education record file.
2. Parents, guardians or surrogates shall be allowed to inspect and review education records and have the right to a reasonable explanation and interpretation of the records.
3. Upon request, parents, guardians, or surrogates must be provided, at no expense to them, a copy of the youth's education records.

**F. All youth education records shall be disposed of as prescribed in Department of Children's Services policies.**

<b>Forms:</b>	<a href="#"><u>CS-0212 Student Education Records Checklist</u></a>
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<b>Collateral documents:</b>	<i>None</i>
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**(Note: This Policy Cannot Be Revised Without Prior Permission of Chancery Court, Davidson County, Nashville, Tennessee.)**