



STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**BILL HASLAM**  
GOVERNOR

**CANDICE MCQUEEN**  
COMMISSIONER

TO: Directors of Schools

FROM: Christy Ballard, General Counsel

DATE: Feb. 11, 2015

RE: Data Accessibility, Transparency, and Accountability Act of 2014

---

Section 3 of Chapter 905 of the Public Acts of 2014, known as the Data Accessibility, Transparency, and Accountability Act (Act), is now codified at Title 49, Chapter 1, Part 7. The Act, at §49-1-704, requires the Tennessee Department of Education (TDOE) to develop a student records model policy for local education agencies (LEAs) that requires an LEA to:

- A. Annually notify parents and guardians of their right to request student information;
- B. Ensure security when providing student data to parents or guardians;
- C. Ensure student data is provided only to authorized individuals;
- D. Ensure records requested are provided by the deadline provided by law; and
- E. Consider implementation of a plan to allow parents and guardians to view online, download, and transmit data specific to their children's educational records.

Additionally, the Act requires each LEA to adopt the model policy developed by the TDOE or develop its own policy prior to the beginning of the 2015-16 school year. Before implementing a policy other than the model policy, an LEA must submit the policy to the TDOE for approval. A student records model policy is attached [here](#) for your convenience, or you may develop your own.

**Action Item:**

In compliance with the Act, each LEA must take the steps noted above, and specifically, must either:

1. Submit an email notification to [Christy.Ballard@tn.gov](mailto:Christy.Ballard@tn.gov) by **March 1, 2015**, stating that the local board has adopted the model student records policy, **or**
2. Submit a copy of the alternative student records policy proposed to be adopted by the local board of education to [Christy.Ballard@tn.gov](mailto:Christy.Ballard@tn.gov) n later than **March 1, 2015** for approval.

If you have questions, please contact Christy Ballard, general counsel, at [Christy.Ballard@tn.gov](mailto:Christy.Ballard@tn.gov) or by phone at (615) 741-2921.