

TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION		
EMPLOYEE SEPARATION		5107
ADOPTED:	REVISED:	MONITORING: Review: Annually

Each authorized charter school shall develop a procedure to ensure any employee, upon separation, no longer has access to student records and files, in accordance with state law.¹ All former employees of authorized charter schools are prohibited from having access to student records or the student information system maintained by the authorized charter school or any other systems or databases that contain sensitive information. Authorized charter schools shall notify the Commission staff within forty-eight (48) hours of separation if the Commission is responsible for terminating the former employee's access to a system.

For purposes of this policy, the term "separation" includes any voluntary or involuntary circumstances that employment with an authorized charter school is terminated.

¹ T.C.A. § 10-7-504.