

Parental Opportunity to Examine Records

In compliance with [State Board rule IDDF 160-4-7-.09](#) Troup County School System will respond within 45 days upon receipt of the written request for records by parents or legal guardians of students with disabilities by providing an opportunity for parents of a child with disability to inspect and review any educational records relating to their children that are collected, maintained, or used in the identification, evaluation, educational placement, and provision of a FAPE. Troup County School System Exceptional Education will honor reasonable requests for the interpretations and explanations of the records or the copies of the records.

All rights of parents to inspect or review records will be transferred to the student at age 18, consistent with the [State Board Rule 160-4-7-.09](#)

Confidentiality of Personally Identifiable Information

Troup County School System further presumes that the parent has these rights unless the school system has been advised that the parent does not have the authority due to State law governing, guardianship, separation, and divorce.

Procedure When a Parent Requests a Copy of their Student's Records

The parent may go to the Exceptional Education Center to personally request a copy of the records, or the parent may submit a written request for these records to the EEC.

School staff should not provide records directly to parents.

The records may be picked up by the parent at the Exceptional Education Center; or, if requested by the parent, the records will be mailed via US Postal Services.

Records may be obtained by a student's parent, legal guardian, or the student if he/she is of legal age.