

# ADMINISTRATIVE REGULATION

No. 516(a)

Board of Trustees  
Douglas County School District

STUDENTS

## PARENTAL ACCESS TO STUDENT RECORDS

### Informing Parents:

All students at the beginning of each school year will be given a student-parent handbook to take home containing a statement that parents have the right to review and inspect the educational records of their children. This will be done annually.

Announcements will also be placed in local newspapers informing parents of their right to review and inspect the educational records of their children. This will also be done annually.

### Procedure for Review:

Parents, or the student's legal guardian, shall have the right to review their child's confidential cumulative file in its entirety with the school principal and/or counselor present to explain all items and information therein.

Parents requesting to review student records may do so under the following conditions:

1. By making an appointment with the school principal or his designated representative.
2. In the presence of the principal or his designated representative.
3. Parents will not be denied access to the records using the above procedure.
4. The school will provide an appointment to review the records as soon as possible after the request is made but in no case later than 45 calendar days.

### Copies:

Copies of the student's records will be given to the parents upon request. A reasonable fee will be charged for each copy.

### Access List:

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The following school officials, including teachers, have been determined to have legitimate educational interests and do not require prior consent from parents to review and inspect educational records as permitted by 99.31 of the Family Education and Privacy Act of 1974:

A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of Personally Identifiable Information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The above-named individuals are considered to have a legitimate interest due to their positions of employment and their contact with the students.

The access list will be prominently displayed in the vicinity of the files. Anyone not named on the access list will require the principal's approval before the student's file can be made available.

For more than school personnel use, written parent permission must be obtained prior to access by outside individuals or agencies to the student's cumulative confidential file.

The above shall be voided only through the subpoena powers of the court.

### Record of Disclosure:

A record of disclosure will be kept with each student's file showing:

1. Who has requested or obtained personally identifiable information from the education records of the student.

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2. The legitimate interest these parties had in requesting or obtaining the information.

However, school officials whose names appear on the access list, as well as parents or legal guardians, will not be required to sign the record of disclosure.

### Right to Challenge:

Parents, or a student's guardians, shall have the right to challenge the contents of the student's file as to the accuracy and appropriateness of the information contained therein and seek correction; however, such a challenge does not require automatic removal. Such removal may occur only after a review or a hearing as permitted in 99.21 and 99.22 of the Family Education and Privacy Act of 1974.

If, as a result of the hearing, the educational agency or institution decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, it shall inform the parent or eligible student of the right to place in the education records of the student a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the agency or institution.

In all cases, the privacy of the student shall be protected and the cumulative confidential file shall be used only to aid in the educational effort for that student.

### Types and Locations of Student Records:

<b>Record:</b>	<b>Location:</b>
Cumulative Student	Teachers' Classrooms and/or School Office
Confidential-Psychological	Counselor's Office and/or District Psychologist's Office
Special Education	Special Education Classroom
	Counselor's Office
	District Psychologist's Office
Health	Nurse's Office
Permanent	School Office or with Cumulative Record

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### Control of Student Records:

The control over access to the student's cumulative confidential file shall be the shared responsibility of the school and the parents.

School principals are responsible for student records. School principals may designate another person(s) within the school to share this responsibility.

### Disclosure of Information from Records:

No person, entity or agency may have access to the educational records of any student except as follows:

- A. The parents of the student or students themselves, if 18 years of age or older, have the right to review and inspect the educational records of the student as provided in the section entitled "Procedure for Review" on page one of this policy.
- B. Any person, entity or agency may have access to the educational records of any student after presenting a signed request to the student's parents, or the student, if 18 years of age or older. The procedure outlined in "Procedure for Review" must be followed in order to review the records.
- C. Educational records of any student shall be released pursuant to judicial order or a lawfully issued subpoena.
- D. Educational records of any student may be released in the event of an emergency in order to protect the health and/or safety of any student or other person.
- E. Educational records of any student may be released to employees of the Douglas County School District in connection with a legitimate educational interest.
- F. Educational records will be forwarded upon request to schools in which a student intends to enroll. This District will not provide a notice to parents when educational records are transferred to other schools in which a student seeks enrollment or is enrolled.

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- G. Educational records may be released in any other cases allowed under the Family Education and Privacy Act of 1974.
- H. Directory information relating to any student may be released to any person, entity or agency without the prior written consent of the parent or student. Directory information is defined as "A student's name (address and telephone listing to military recruiters only per No Child Left Behind [NCLB] federal legislation), major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees and awards received."

The Douglas County School District will prohibit the following disclosure of information from the educational records of students:

- A. Written public posting of the names of students who are failing or ineligible.
- B. Verbal public announcements of the names of students who are ineligible or failing.
- C. No other verbal public announcements or written public posting of students' names that are being punished or denied participation in any event will be permitted.

### The Term "Parent" includes:

When the term "Parent" is used in this regulation it includes a parent, guardian, or an individual acting as a parent or guardian. A student who has reached the age of 18 years of age or is attending an institution of post-secondary education also has the same rights provided to parents.

See Policy related to this Administrative Regulation  
See also: Administrative Regulations 516, 516(b)  
Request to Review an Education Record  
Consent Form to Allow Person to Review Record  
Record of Requests for Disclosure  
Request to Amend an Education Record  
Notification for a Hearing for Amendment  
Notification for Approval-Disapproval for Amendment

Reference: Family Education and Privacy Act of 1974.  
Date Adopted: 1/82  
Revised: 02/03  
Revised: 01/11/16