

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information on them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with the law, and yet be guarded as confidential information.

It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with state law and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the district.

The board designates as "directory information", which may be released without specific permission, to individuals approved by the principal, except when prohibited by a parent or adult pupil: The pupil's name, address, participation in recognized curricular, co-curricular, or extra-curricular activities excluding handicapped education programs, photographs, height and weight if involved in athletics, awards and honors received, and previously attended schools. Parents and adult pupils will be given an opportunity to prohibit the release of directory information annually.

SPECIAL EDUCATION RECORDS

Before any confidential information is released to another agency, program, or person, the school district is required to obtain parental written permission for such a release. This is to protect the parent and child against unauthorized access to confidential information. An exception to this will be made if the child moves to another school, transfers to a public agency or program, and is no longer enrolled within the school district. In this event, all confidential special education records will be forwarded to the receiving school, agency, or program without parental written consent. The purpose of this exception is to avoid extended delays in the transfer of records which may be essential to the child's educational interests. Parents may, however, request that all or specific types of information not be forwarded to the receiving school, agency, or program.

DESTRUCTION OF SPECIAL EDUCATION RECORDS

Federal law (Individuals With Disabilities Education Act) requires that the school district make a reasonable attempt to provide written notice to the parents, guardian, or the student, if he or she has become an adult, prior to the destruction of the student's confidential special education records when these are no longer needed to provide services.

Records are destroyed when the student reaches the age of 25. Parents and/or students may obtain a copy of these records prior to destruction by contacting Lyon County School District Special Services Division, 25 East Goldfield Avenue, Yerington, Nevada, 89447 or by calling (775)463-6800.

LEGAL REF.: Family Educational Rights and Privacy Act of 1974 (PL 93-380).

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ADMINISTRATIVE GUIDELINES STUDENT RECORDS

1. Each student's official school record will include the following:
 - a. Records to be retained permanently—
 - 1) Name and address of parent
 - 2) Verification of date and place of birth
 - 3) Dates and record of attendance
 - 4) Course enrollment and grades
 - 5) Achievement test data
 - 6) Date of graduation or withdrawal
 - b. Records of verifiable information to be retained during the student's school career-
 - 1) Medical/health data. Note: These must be retained for a period not less than two years beyond the age when school enrollment may occur.
 - 2) Individual psychological evaluation (gathered with written consent of parents).
 - 3) Individual intelligence tests, tests for learning disabilities, etc. (counselor administered).
 - 4) Other verifiable information to be used in educational decision making.
2. Maintaining Student Records
 - a. Transcripts of the scholastic record will contain only true factual information. The school will confine its record-keeping to tasks with clearly defined educational ends.
 - b. Items listed under 1-a will be retained for 100 years. Those listed under 1-b will be retained during the student's school life and destroyed at graduation unless the school code imposes other restrictions.
 - c. Teacher and staff comments on student records will be confined to matters related to student performance. Value judgments will be excluded from the record.
 - d. Student records will be considered as current educational and/or therapeutic tools and will be available only for use as such.
3. Review of Student Records
 - a. A student of age or the parents/guardians will have access to the student's records under administrative supervision during those times the school is normally in session, unless arrangements for another time have been made in writing. The student of age or

parents/guardians has the unique right to inspect the academic record and is entitled to an explanation of any information recorded on the record. Examination of the record will be permitted under conditions which will prevent its alteration or mutilation.

- b. If the student of age or parents/guardians is in disagreement with the data on the student's record, they may challenge the information by presenting a written statement to the superintendent, with a copy to the appropriate building administrator outlining the area of concern or disagreement. Within 10 working days the parents will receive a written reply and/or personal conference. If the parents/guardians disagree with the decision rendered by the superintendent, they may petition the Board for a hearing.
- c. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. Such use will be limited to specific needs for providing the student with educational and welfare services.

4. Release of Student Records

- a. The record will not be released to an outside agency or another school without the written authorization by the parent if the student is under 18 years of age, unless married. If 18 or over, or married, authorization for release will be by the student. Requests in writing for records will be considered as a release by an individual applying for school admission or employment.
- b. Information obtained in confidence should remain private and be accorded the utmost security. The confidentiality of necessary professional evaluations will be maintained.
- c. Information from student files will not be available to unauthorized persons within the school or to any person outside the school without the express consent of the student or the parents/guardians except under legal compulsion or in cases where the safety of persons or property is involved.
- d. "A non-custodial or co-custodial parent has the same right of access to records as the custodial parent unless a court order prohibits such access. It will be assumed that there is no prohibitive court order unless documentation of such an order is presented to the school."