

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 515
STUDENTS**

STUDENT EDUCATION RECORDS

- A. No person, entity or agency may have access to the educational records of any student except as follows:
1. The parent(s) or guardian(s) of a student, and a student, who is eighteen (18) years of age or older (an “eligible student”), have the right to review and inspect the education records of the students as provided in Administrative Regulation 515.3.
 2. The parent(s) or guardian(s) of the student and the eligible student have the right to request the amendment of the student’s education records that the parent, guardian or eligible student believes are incorrect, misleading or otherwise in violation of the student’s privacy rights under FERPA.
 3. Any person, entity or agency may have access to the education records of any student upon presenting a written consent signed by the students parent(s) or guardian(s) or the student, if eighteen (18) years of age or older, which sets forth:
 - (a.) The date of the consent;
 - (b.) The records to be viewed or copied;
 - (c.) The reason for the release; and
 - (d.) The names of the person, entity or agency to whom the records are to be viewed or copied.

Following receipt of the written consent, the specified record shall be released as set forth in Administrative Regulation 515.3.

4. The Director of an agency which provides child welfare services, or his or her designee who is responsible for the supervision of the case plan maintained for the child in the custody of the agency, and who has in place with the District, a Memorandum of Understanding as required by law, and who may request educational records, including, without limitation, electronic records of the child maintained by the District.
5. Education records of any student shall be released pursuant to judicial order or a lawfully issued subpoena provided that the parent(s), guardian(s), or eligible student, is notified prior to the release where possible.
6. Directory information and certain health information of any student may be released in the event of an emergency in order to protect the health or safety of the student or some other person.

REGULATION No. 515 CONTINUED

7. Education records of any student may be released to employees, including substitute teachers of the District in connection with legitimate educational interest.
 8. In the event the student seeks or intends to enroll in a school outside the District, the student's education records may be released to the school in which enrollment is sought, provided that before releasing the records the parent(s) or guardian(s) or student, if eighteen (18) years of age or older, is notified and given opportunity to inspect any records being transferred, and given an opportunity for a hearing to challenge the content of the records.
 9. In any cases allowed under the Family Educational Rights and Privacy Act of 1974.
- B. Directory information relating to any student may be released to any person, entity or agency without the prior written consent of the parent(s) or guardian(s) or student as set forth above.
1. Directory information is defined as: "A student's name, electronic e-mail address, address, photograph, grade level, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent educational agency or institution attended by the student." A parent, guardian or student, if eighteen (18) years of age or older, may by written request ask that directory information not be released.
 2. Section 8528 of the Elementary & Secondary Act as amended by the Every Student Succeeds Act (ESSA) of 2015 (Pub. L. 114-95) and the National Defense Authorization Act require Districts to:
 - Give military recruiters, upon request, the names, addresses and telephone listings of secondary school students served by the District, unless a parent or guardian of such student or the eligible student has opted out of such disclosure. Additionally, the District is required to provide military recruiters the same access to secondary school students as is provided generally to prospective employers of such students. (Military Recruiter Guidance is on Family Policy Compliance Office (FPCO) Website: <http://www.2.ed.gov/policy/gen/guid/fpco/hottopics/ht10-09-02.html>, and <http://www.2.ed.gov/policy/gen/guid/fpco/pdf/ht070203.pdf>.)

References: 20 U.S.C. §1232g; 34 CFR Part 99; NRS 392.029, AB236 (2017 Session of the Nevada Legislature)

Adopted: May 9, 1995

Revised: December 19, 2007

October 9, 2012 - Title Change

June 25, 2017