



Responsible Office: Office of Accountability & School Performance
Office of Student Support Services

BOARD POLICY 5040

RELEASE OF STUDENTS AND STUDENT INFORMATION

PURPOSE

The Board of Trustees believes it is the responsibility of the Washoe County School District to be good stewards of the students entrusted to it daily. In our care, the District must insure that students and their information are properly released to appropriate individuals.

POLICY

1. Release of Students:
 - a. Students are not to be released from school at the request of any person other than the parent(s) or guardian(s), as shown on their student information system parent panel.
 - b. The sole exception to this is the release of students to peace officers in response to a court order.
2. Family Educational Rights and Privacy Act (FERPA):
 - a. Directory information about individual students or student groups may be released as provided in the Family Educational Rights and Privacy Act and related statutes of the State of Nevada.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future.
2. This policy complies with the Family Educational Rights and Privacy Act (FERPA).
3. The following Administrative Regulations and Administrative Procedures outline the process(s) the District will follow related to Release of Students:
 - a. Administrative Procedure PATH-P106, Release of Information about Students
 - b. Administrative Regulation 5146, Release of Students During School Hours

4. The following Administrative Regulations and Administrative Procedures outline the process(s) the District will follow related to the Family Educational Right to Privacy Act (FERPA):
 - a. Administrative Procedure ACCT-P109, Use of Student Records in Authorized Training Activities
 - b. Administrative Procedure ACCT-P106, Release of Information About Students
 - c. Administrative Procedure ACCT-P110, Granting Access to Educational Records of Students
 - d. Administrative Procedure ACCT-P111, Challenging the Content of an Educational Record

REVIEW & REPORTING

1. The District and schools will complete annual Accountability Reports.

POLICY HISTORY

Date	Revision	Modification
2/18/2009	1.0	Adopted