



ADMINISTRATIVE PROCEDURE 5612  
RELEASE OF RECORDS TO LAW ENFORCEMENT  
AGENCIES, OTHER THAN SCHOOL POLICE

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**Responsible:** Department of Student Accounting

**PURPOSE**

This administrative procedure shall describe the protocol regarding the release of student records to law enforcement agencies other than the WCSD School Police Department.

**PROCEDURE**

1. Representatives of recognized agencies find it necessary or convenient to ask for student records when conducting an investigation and it is the policy of the district to assist and cooperate with such agencies in most cases.
2. Directory information may be released to a police agency, but only directory information with the exceptions provided below. Attendance and discipline records are NOT directory information.
3. If the records requested to be released are directly related to a health or safety emergency only.
4. Records may NOT be released in cases where:
  - a. A specific person is not named. For example, you would not under any circumstances release the names or attendance records of all the white males in your school absent on Wednesday, or
  - b. Even if there is a specific criminal investigation that does not involve a health or safety emergency.
5. Procedure:
  - a. Immediately inform the school principal or site administrator of the request.
  - b. Ask the officer if it is a health or safety emergency.
  - c. Ask the officer what nature of the health or safety emergency is.
  - d. If there is a health or safety emergency as determined by the administrator, provide the documents.
  - e. Any questions or concerns call School Police at 348-0285 or Bryn Lapenta at 325-2079.
  - f. Record any records provided in the FERPA Tab in IC, including the documents provided, the case number, the name and badge number of the person requesting the information.

6. PLEASE NOTE: School Police are considered personnel of the school district and have the "need to know" rights afforded under FERPA including rights to view student records without parent permission.
7. Please refer to Administrative Regulation 5146.1, Questioning of Students, for more information about student interviews by police agencies.

### **DESIRED OUTCOMES**

1. This Administrative Procedure is designed to give direction to schools when asked by law enforcement agencies for student information.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with the following WCSD governing documents:
  - a. Administrative Regulation 5146.1, Questioning of Students

### **REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed annually.

### **REVISION HISTORY**

Date	Revision	Modification
04/2012	1.0	Adopted as Accepted Practice
1/09/2014	2.0	Revised: converted to Administrative Procedure