



ADMINISTRATIVE PROCEDURE 5011
RELEASE OF RECORDS TO LAW ENFORCEMENT
AGENCIES, OTHER THAN SCHOOL POLICE

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 Washoe County School District 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. For specific information about student interviews and/or release of student records by law enforcement and other government agencies contact the School Police Department (348-0287), the Department of Student Accounting (861-4428) or the Office of the General Counsel (348-0300).
3. Family Educational Right to Privacy Act (FERPA)
 - a. Directory information may be released to a police agency if the parent has not checked to withhold directory information in Infinite Campus.
 - i. Attendance and discipline records are NOT directory information.
 - ii. On the summary page if the student has Restrict Directory Info: Yes, you cannot release directory information. Directory information can be found on the student accounting website under FERPA.
 - b. Non-Directory information may only be released with parent/guardian permission, with a subpoena, or under certain FERPA exceptions, to include when such records are directly related to a health or safety emergency.
 - c. Records may NOT be released in cases where:
 - i. 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
 - ii. Even if there is a specific criminal investigation that does not involve a health or safety emergency.
4. Procedure
 - a. Immediately inform the school principal or site administrator of the request.

- b. Ask the law enforcement officer or government official if the request is related to a health or safety emergency. If so, ask for a description of the nature of the health or safety emergency.
 - c. If the school administrator determines there is a health or safety emergency, provide the requested documents.
 - d. Record any records provided in the FERPA Tab in Infinite Campus (IC), including the documents provided, the case number, and the name and badge number of the person requesting the information.
5. Washoe County School District School Police
- a. School Police are considered District personnel and have the “need to know” rights afforded under FERPA, including rights to view student records without parent permission even if Restrict Directory Info is yes in IC.

LEGAL REQUIREMENTS AND 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. Board Policy 7610, Public Records Requests
 - b. Board Policy 7620, Records Management
 - c. Administrative Regulation 5010, Outside Law Enforcement and Other Governmental Agencies: Questioning of Students and Release of Student Records
- 3. This Administrative Procedure complies with federal laws and regulations, to include:
 - a. Family Educational Right to Privacy Act (FERPA)
 - b. Individuals with Disabilities in Education Act (IDEA)

REVISION HISTORY

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

6/1/2015	3.0	Revised: to align with Administrative Regulation 5010
7/7/2021	4.0	Revised: updated procedure with where to find restricted directory information in Infinite Campus.