

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 515.3
STUDENTS**

STUDENT EDUCATION RECORDS

Procedures for Granting Access to the Education Records of Students in the
Carson City School District

- A. The parent or guardian of a student, or students eighteen (18) years of age or older, (both hereafter referred to as “Applicant”) have the right to review and inspect the education records of the student. As used herein, the term “Parent” includes a natural parent, a legally adoptive parent and a legal guardian.
- B. “Education Records” means those records, files, documents and other materials maintained by the District which contain education records directly related to a student.
- C. If an Applicant desires to review and inspect the education records of the student, he or she shall make an application for access to the records with the Superintendent of the District.
- D. Within five (5) days of the receipt of a request for access to education records, the Applicant shall be notified of the time, date and place at which such records will be made available. In no case shall access be withheld for more than ten (10) school days after the request has been made, or by the date of a scheduled court hearing which affects the child, whichever is earlier.
- E. The right of access specified above shall include (1) the right to be provided a list of the type of education records which are maintained by the District and which are directly related to the student; (2) the right to inspect and review the contents of those records; (3) the right to obtain copies of those records, in any medium, although the actual cost of reproduction shall be borne by the Applicant; and (4) the right to a response from the District to reasonable requests for explanation and interpretations of those records.
- F. If any material or document in the education records of a student includes information on more than one student, access shall be limited only to that part of the material which relates to the Applicant or to the right to be informed of the specific information contained in the material if it is not severable.
- G. If access to a student’s records is requested, such records may not be destroyed before the Applicant has had the opportunity to review and inspect them.

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- H. At least annually, the District shall notify the parents or guardians of students enrolled in the District or the students who are eighteen (18) years of age or older of the rights of access and privacy as well as all information required under the regulations adopted pursuant to the Family Educational Rights and Privacy Act of 1974 or any amendment thereto.

Adopted: May 9, 1995

Revised: March 24, 2009

October 9, 2012 - Title Change

July 25, 2017