

Lyon County School District Board Memo

Date: June 24, 2025

To: Board of School Trustees

From: Rachel Stewart, Executive Director of Special Services

Re: Policy JO: Student Records

Recommendation: That the LCSD Board of Trustees approves revisions to LCSD Policy JO: Student Records as a first reading.

Background Information:

Policy JO exists to strike a critical balance: ensuring that the Lyon County School District (LCSD) has access to necessary student and family information to provide effective instruction and services, while simultaneously upholding the confidentiality and privacy of this sensitive data. It acknowledges that maintaining extensive, sometimes personal, student records is essential for educational purposes. The policy establishes clear guidelines, under the superintendent's oversight, to manage these records in compliance with state laws and federal regulations like FERPA and IDEA. This framework allows for the efficient use of student data by authorized personnel, while providing parents/eligible students with rights regarding access, review, and control over the disclosure of their educational records.

The policy defines "directory information" (e.g., name, address, participation in activities, photographs) which can be released without specific parental consent, though parents/eligible students have an annual opportunity to opt out of this possible disclosure (see the appendices). Special education records receive enhanced confidentiality, requiring parental consent for release, with a specific exception for transfers to other schools to avoid service delays. Parents/Eligible students have the right to inspect and challenge their records, and access is restricted to school officials with a legitimate educational interest. Records are retained for varying periods, with permanent records kept for 60 years post-graduation or withdrawal. Updating Policy JO is a proactive step to reinforce the LCSD's commitment to parent rights, student privacy, legal compliance, and ensure record-keeping practices are as clear, efficient, and protective as possible.

Policy Overview:

Policy JO governs the creation, maintenance, access, and disclosure of student education records in the (LCSD). Its core purpose is to ensure necessary student information is available to authorized school personnel for educational purposes, while strictly maintaining confidentiality.

The revisions to Policy JO include several key updates aimed at enhancing compliance and clarity. Notably, the policy now specifies that permanent student records (such as name, address, attendance dates, and graduation information) will be retained for 60 years after graduation or withdrawal. The policy explicitly includes provisions for annual notification of rights under the Family Educational Rights and Privacy Act (FERPA) to parents and eligible students. It also incorporates direct references to the Protection of Pupil Rights Amendment (PPRA), outlining parental rights regarding surveys, collection of information for marketing purposes, and certain physical examinations, along with corresponding notification and opt-out procedures. Although PPRA is referenced in this

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policy, *LCSD Board Policy JF – Protection of Pupil Rights: Student Surveys* provides more specific regulations regarding this law. These adjustments are designed to streamline record-keeping practices, ensure timely record destruction, and reinforce transparency and parental rights in accordance with current federal guidelines. Additionally, multiple appendices were added which include the annual forms sent to parents/eligible students.

Budget Considerations:

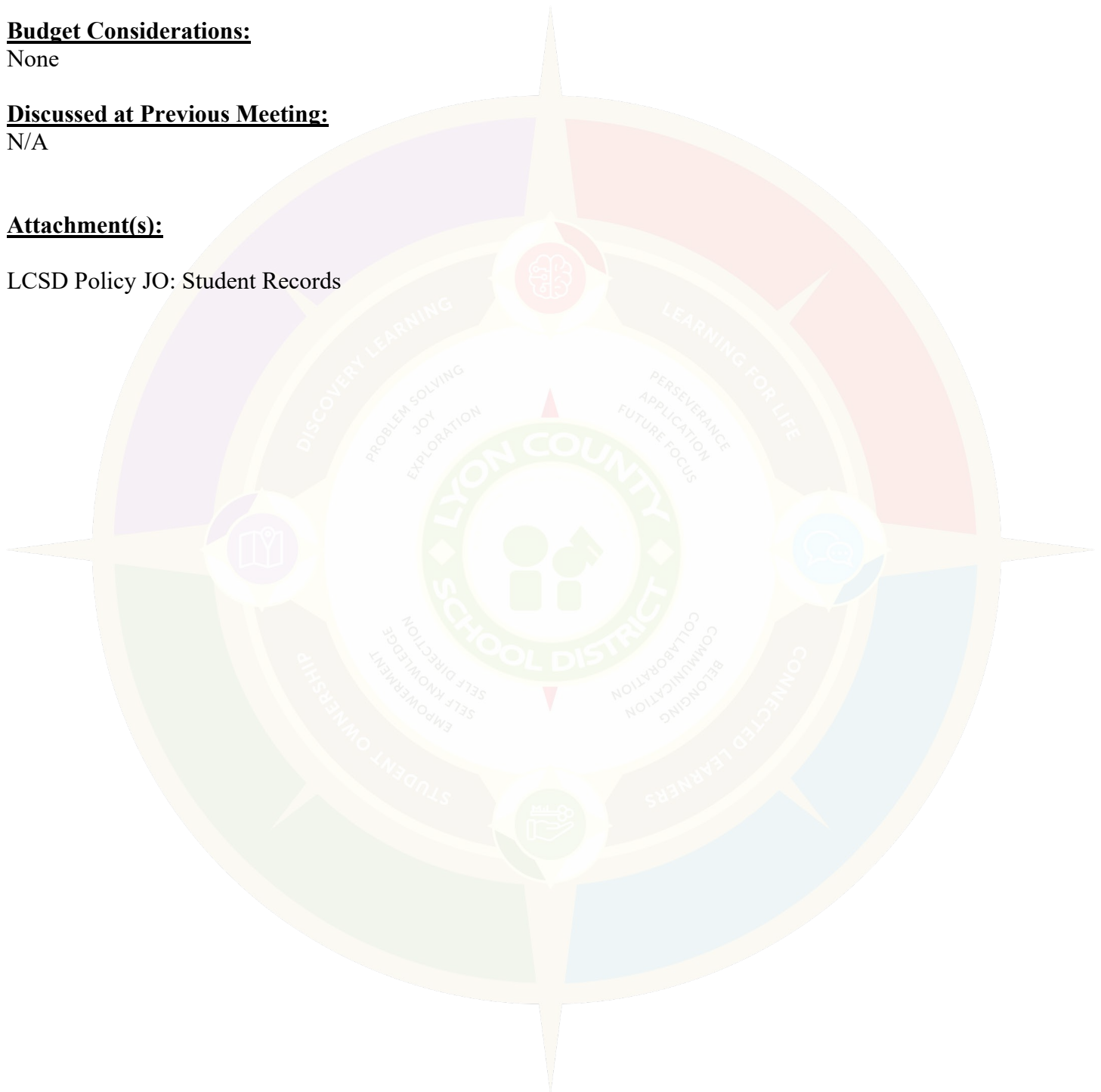
None

Discussed at Previous Meeting:

N/A

Attachment(s):

LCSD Policy JO: Student Records



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