

Lyon County School District Board Memo

Date: June 23, 2026
To: Board of School Trustees
From: Rachel Stewart, Executive Director of Special Services
Re: Revisions to Policy JO: Student Education Records

Recommendation: That the LCSD Board of Trustees approves revisions to LCSD Policy JO: Student Education Records as a second and final reading.

Background Information:

Policy JO exists to strike a critical balance: ensuring that the Lyon County School District 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 are 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 and eligible students with rights regarding access, review, and control over the disclosure of their educational records. Nevada Assembly Bill 6 (Nevada AB6) was introduced and passed during the Special Session of the Nevada Legislation held in November 2025. Part of Nevada AB6 set forth new provisions for directory information for public schools.

Policy Overview:

The revisions to Policy JO include several key updates aimed at enhancing compliance and clarity. Notably, the policy now specifies the new updates regarding directory information place strict limitations on what data can be shared publicly and establish rigid protocols for third-party requests. Public directory information is now strictly confined to only three specific data points: the student's name, grade level, and school photograph. Furthermore, in accordance with Nevada law, the district and its schools are explicitly prohibited from disclosing a student's or parent's phone number or address to any third party, unless required by a court order, subpoena, warrant, law, or as necessary to provide instructional programming and wrap-around services.

To manage these rules effectively, the policy formally separates directory data into three distinct tiers:

Public Directory Information (name, grade, photo),

Additional Directory Information for Armed Forces Recruiting (which includes names, addresses, and phone numbers), and

Internal Directory Information, which is used solely for school-related business and official publications like yearbooks or graduation programs.

Additionally, a rigorous review and verification process has been implemented for any outside entities seeking public directory data. Third parties must submit a formal written request detailing the date and exact purpose of their inquiry, and they are required to sign a legally binding agreement (*Third-Party Public Directory Information Request Form* in Appendix E) affirming they will not sell, transfer, or distribute the data in compliance with Nevada AB6. Information will be completely withheld if the request does not provide a direct benefit to the student or the school, explicitly barring commercial businesses from obtaining directory data for advertising or marketing purposes. Finally, specific verification requirements have been added for media requests; any third party requesting public directory information for a journalistic purpose must provide an official affirmation of

intent alongside sufficient documentation proving they are a reporter or editorial employee affiliated with a verified news outlet.

Budget Considerations:

None

Discussed at Previous Meeting:

May 26, 2026 first reading

Attachment(s):

LCSD Policy JO: Student Education Records

