Procedures for Access to Conduct Records

Student Access
1. Requests by a student to inspect a record shall be made in writing to the director of citizenship education.
2. The student and the director will agree to meet at a mutually agreeable time during normal business hours to inspect the record in the office of citizenship education.
3. Students are obligated to identify themselves properly before being shown their records.
4. Students are obligated not to interfere with the operation of the office in which the record is being maintained.
5. Prior to giving a student a record for examination, all confidential data as outlined in the student handbook will be removed.
6. The examination of the record will be supervised.
7. Copies of records shall be transmitted to the student upon payment of the established fee for issuing such copies.
8. If time requires that the copies be mailed to the student, they will be mailed via first class or registered mail to the student.

Student Requests to Disclose to an Outside Agency
1. Requests by a student to disclose a record to an outside agency must be made in writing and include the following:
   a. The record to be disclosed
   b. The purpose for the disclosure
   c. The person to whom the record may be disclosed
2. The office of citizenship education will maintain a record of the persons or agencies to which it discloses student records.

Outside Agency Access
1. Requests by an agency to inspect a record shall be made in writing to the director of citizenship education.
2. The office of citizenship education will contact the student to notify them that the record has been requested and why and receive or confirm the student’s consent if required.
3. The office of citizenship education will inform the student when the requested record will be made available (this date must be no more than 45 days after the receipt of the request).
4. The office of citizenship education will maintain a record of the persons or agencies that have had access to the record.