

Policy No.: 507.01  
Adopted: 02-13-2002  
Reviewed: 04-15-2016

## **STUDENT RECORDS ACCESS**

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records shall be maintained so as to separate academic and disciplinary matters. Student records may be maintained in the central administration office or administrative office of the student's attendance center. This policy does not apply to student directory information.

The following records shall be maintained as permanent records of the student:

- The student's social security number;
- The record of dates of attendance;
- Highest grade level completed;
- A transcript of classes taken with grades and credits received;
- The records of inoculations and health examinations which are given to the class or student body as a whole;
- The record of participation in extracurricular school activities and sports;
- The signatures of people who are required to sign for access to student records and the statement of purpose for such access;
- The student's or student's parents' written consent of release of student records.

All other student records shall be removed and destroyed after a student's continuous absence from the school for three years.

Any student, his or her parents/guardians, teachers, counselors or school administrators shall have access to the student's records during the regular business hours of the district. In addition, authorized representative of the State or Federal government, and state educational authorities connected with the enforcement of requirements of certain educational programs as prescribed by law shall have access to student records within the limitations of state statutes. No one else shall have access to the records and the records shall not be divulged to any person.

Parents and students over 19 years of age have the right to request the amendment of the Student's education records that the parent or student believes are inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or student, the District will notify the parent or student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Parents or students over 19 have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERFA authorizes disclosure without consent.

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Parents or Students over 19 have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

The superintendent shall establish reasonable fees for providing copies of the student's records to a parent or guardian. No fees shall be charged for the right to inspect and review the records.

Legal Reference: 20 U.S. C. 1232g(FERPA)  
34 C.F.R. Pt. 99, 300.560-.574 (1996)  
45 C.F.R. Part 99 (Privacy Rights of Parents and Students)  
Neb. Statute 79-2,104 and 2,105  
79-2539  
79-4,157 and 4,158  
84-1,212.01 et seq.

Cross Reference: 503 Student Attendance  
507 Student Records  
508 Student Health and Well-Being  
604.03 Special Education  
611 Academic Achievement  
804.02 Data or Records Retention