

## 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. 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.

Individuals qualified to view student records may request for deletion of “inaccurate, misleading, or otherwise inappropriate data contained therein” by filing a written request for a hearing with the administrative offices. (FORM N)

The school shall require that parents of students under 18 or that students 18 or more years of age shall give permission in writing before a third party shall be allowed to view their cumulative records; before any portion of the their cumulative records shall be released to another educational agency; and before records will be forwarded to another school to which the individual is transferring.

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, (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  
                                  1003   Public Examination of District Records

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_