

StudentsStudent Records

School staff shall maintain appropriate student files and records. All files and records shall be maintained in compliance with state and federal law.

Confidentiality of Student Records

Information from a student file shall not be released or divulged except in compliance with state and federal law. School personnel who have a "legitimate educational interest" in access to student records, in order to prepare for, assist in, or carry out the education of the student or compile or maintain school records (e.g., the superintendent, principals, teachers, school psychologist, speech therapist and assistants such as secretaries, clerks and typists) are authorized to have access to student records to the extent necessary to perform such responsibilities. Release of records or contents shall not be made to non-authorized persons or agencies without a court order, lawfully issued subpoena, or written consent of the parent or the written consent of the student when the student is 18 years of age or older.

Student and Parent Access to Student Records

A parent or guardian of a student or former student, and a student or former student who is 18 years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. A non-custodial parent is entitled to access to student records except in the case of a court order to the contrary.

Maintenance and Destruction

Student files or records shall be so maintained as to separate academic and disciplinary matters and all disciplinary material shall be removed and destroyed upon the student's graduation or after the student's continuous absence from the school for a period of three years, and after authorization is given the State Records Board pursuant to law.

Amendment of Student Records

Parents and students older than 18 years of age have the right to challenge any information contained in the records that they believe is inaccurate or misleading or violates the privacy or rights of the student by making a request, in writing, to the principal to amend the records. If a decision is made not to amend the education records of the student in accordance with the request, the principal shall so inform the parents of the student and the superintendent of the refusal, and advise the parent of the right to a hearing. A hearing shall be made available in conformance with applicable law.

Legal Reference: Neb. Rev. Stat. §42-364(4) & 42-381; Neb. Rev. Stat. ' 43-3001  
Neb. Rev. Stat. §79-2,104 & 79-2,105; Neb. Rev. Stat. ' 79-539  
Neb. Rev. Stat. §84-1201 to 84-1220  
Family Educational Rights and Privacy Act of 1974 (P.L. 93-380)

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