

StudentsStudent Records

School staff shall maintain student records in compliance with state and federal law.

Confidentiality of Student Records

Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent/guardian has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to, and including, termination.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the **School** Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

To the extent permitted by law, contractors, consultants, and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest, which means records needed to effectively provide the function or service for which they are responsible.

Student and Parent/Guardian Access to Student Records

A parent/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. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Maintenance and Destruction

Student files or records shall be so maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three years.

Amendment of Student Records

Parents/guardians and eligible students (a student who has reached 18 years of age or is attending

an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the principal shall inform the parent/guardian of the student and the Superintendent. The parent/guardian shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent/guardian or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

Legal Reference: [Neb. Rev. Stat. § 42-364](#)
[Neb. Rev. Stat. § 42-381](#)
[Neb. Rev. Stat. § 43-3001](#)
[Neb. Rev. Stat. §§ 79-2104 to 79-2105](#)
[Neb. Rev. Stat. § 79-539](#)
[Neb. Rev. Stat. §§ 84-1201 to 84-1220](#)
[20 U.S.C. §1232g](#)

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