

Progress and Records

Confidentiality of Records

5205

All materials placed in the student's file and originating with the school district shall be available to the student and his or her parents or guardian upon request of inspection in the presence of the person or persons responsible for keeping the files. Standardized test results and records prepared by any department of the school shall be made available to teachers, counselors, and any school administrator in a confidential manner. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person.

All files or records shall be so maintained as to separate academic and disciplinary records and all disciplinary material shall be removed and destroyed upon the student's graduation or after his or her continuous absence from the school for a period of three years. For a listing of items to be maintained and for an information release form refer to AR-5205, Student Personal Files.

A transcript of courses taken and grades received will be sent to persons, agencies, or institutions only upon receipt of the signed request on the school's approved form. The form must be signed by the parent or guardian if student is under 18 years of age, or the student if over 18 years of age. An exception to this procedure would be if a student has not completed the educational program at Gage County School District No. 34, and he or she moves into another school district and that school requests a transcript.

Transcripts will not ordinarily be given or sent to individual students or families, but will be mailed directly to the institution or organization requesting the information. If the number of requests for transcripts becomes excessive, a charge may be made for additional copies.

Any teacher or administrator shall have the right to attach written statements to a student's file. A student shall have the right to respond to any material in his or her files. All responses made by the student or his or her parents or guardian shall be submitted to the school official responsible for maintaining the files. That school official shall attach the comments to the appropriate file.

Credits or grades earned by a student transferring to this school district from a Nebraska or regionally accredited school district will be accepted. If a transfer student has attended a non-accredited school or home school, school officials shall determine which credits or grades will be accepted and the grade placement of the student. Refer to Policy 5110.3, Admission of Students From Schools Which Choose Not to Meet Accreditation or Approval Requirements.

Student directory information shall be compiled for district use. At no time shall information be released to any agency or individual if personal profit is the object of the receiver.

For a list of items considered directory information refer to policy #1335 School Directory.

Parents who do not wish to have their child's name(s) included on the directory to be released may request that it be deleted, and it shall be the school administration's responsibility to delete those names. Refer to AR-5205, Student Personnel File for the form requesting that no student information be released without student or parent or guardian permission. (Note: The signature of a parent or guardian shall be required for all students under eighteen years of age.)

The school administration shall see that proper records are kept of all mailing and receiving dates of all cumulative and other student records.

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| Legal Reference: | §79-526 | District Board, Schools, Supervision and Control. |
| | §79-2,104 | Pupils, Parents, Guardian, Teacher, Counselor, School Administrator, School Files, Access, Disciplinary Material, Removed and Destroyed Upon Pupil's Graduation. |
| | §79-539 | Personnel Files and Student Records, Rules and Regulations, Adopted, Publish, Restrictions. |
| | §84-1218 | Political Subdivision, Preservation of Records, Administration, Advise and Assist, Rules and Regulations. |
| | §84-Article 12 | Records Management Act. |