

GRAND ISLAND PUBLIC SCHOOLS

8710 STUDENT FILES AND RECORDS

The Grand Island Public Schools recognizes the importance of maintaining student records and preserving 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 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. All special education records will be destroyed after the student reaches the age of twenty-one (21) or five (5) years after they are no longer needed to provide service whichever occurs first. Parents or students, if appropriate, will be notified before special education records are destroyed. A copy will be provided if requested.

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. Student information may also be disclosed without written consent of the parent or eligible student (a student who has reached the age of 18) to persons or entities with whom the district has contracted to provide services related to the district's educational program in accordance with the Family Educational Rights and Privacy Act (FERPA). In addition, authorized representatives 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 without prior consent of the parent or eligible student.

On receipt of a Court Order or Subpoena from a Guardian ad Litem (GAL) for the release of student information or education records regarding a student, the following procedure shall be followed given the school's duty to make a reasonable effort to notify the parent, guardian or eligible student of the Subpoena or Court Order:

1. The GAL shall deliver the Subpoena or Court Order to the school along with a request for the student's information or education records;
2. The school will notify the parent, guardian or eligible student in writing about the Subpoena or Court Order and the GAL's request for the student's information or education records;
3. The school's written notice shall state that the parent, guardian or eligible student shall have ten (10) days from the date of the issuance of the written notice to give the school a written objection. The written notice shall also state that if the parent, guardian or eligible student makes no objection within the ten (10) days from the date of the issuance of the written notice, the school will release the personally identifiable information or education records of the student to the GAL.

A student's records, including academic material and any disciplinary material relating to any suspension or expulsion, shall be provided at no charge, upon request, to any public or private school to which the student transfers.

GRAND ISLAND PUBLIC SCHOOLS

References: 20 U.S.C. § 1232g (FERPA) (1994)
34 CFR Part 99 (Privacy Rights of Parents and Students) (1996)
34 CFR §99.31

Nebraska Revised Statutes:

79-2,104

79-2,105

79-539

84-1,212.01 *et seq.* (Records Management Act)

Download PDF for Forms: 8710.1 Request for Student Records Release Form 2018
8710.2 Request for Student Records Release form - DBenson
8710.3 Request or Student records Release to GAL Pursuant to a
Subpoena or Court Order 2018
8710.4 Authorization for Protected Health Information 2018 (Threat
Assessment)

Policy Adopted - November 3, 1980

Policy Revised: 1-6-97

Policy Revised: 4-8-2010

Policy Reviewed: 04.9.2015

Policy Revised: 01.14.2016

Policy Revised: 11.05.2018