



5720.1: RECORDS RETENTION AND DISPOSITION JULY 20, 1992

I. Definitions.

The following definitions shall apply herein:

A. “Permanent Student Records” shall consist of the following:

- 1. Student’s social security number or student identification number.**
- 2. Record of dates of attendance.**
- 3. Grade level completed.**
- 4. Transcript of classes taken with grades and credits received.**
- 5. Record of date and type of inoculations and health examinations that are given to the class or student body as a whole.**
- 6. Signatures of people who are required to sign for access to student records and statement of purpose for such access.**
- 7. Student’s or student’s parents’ written consent of release of student records.**

B. “Subsidiary Student Records” shall consist of the following:

- 1. Results of Essential Learner Outcomes assessments, state testing, and standardized achievement, aptitude, ability, interest, and intelligence tests including, but not limited to, Armed Services Vocational Aptitude Battery and Screening Assessment Gifted Students.**
- 2. Personal Learning Plans, Individual Learning Plans, and re-teaching plans.**
- 3. Record of participation in officially recognized school activities and sports.**
- 4. Psychological examination reports (maintain in special education file).**
- 5. School educational specialists’ reports.**
- 6. Response to Instruction and Intervention documentation.**
- 7. Truancy reports (maintain in discipline file).**
- 8. Results of non-disciplinary school hearings concerning students.**
- 9. Parent’s written consent permitting special examination of their child.**
- 10. Copy of the birth certificate.**

Date of Revision

July 20, 1992

November 20, 2000

July 16, 2001

June 1, 2002

May 19, 2003

May 3, 2004

August 16, 2010

April 1, 2013

September 2, 2014

Related Policies and Rules

[5720: Records Retention and Disposition](#)

Legal Reference

20 U.S.C. § 1232g

34 C.F.R. § 99.1 et seq.

34 C.F.R. §300.613-.624

Neb. Rev. Stat. § 79-2,104(1)

Neb. Rev. Stat. § 79-2,105

Title 92, Nebraska Administrative Code, Chapter 51-009.03

Nebraska Records Management Division Schedule 10

Nebraska Records Management Division Schedule 24