

----- Maintenance of School Records Policy Statement -----

Date: _____

TO: Program Director
Private Postsecondary Career Schools
Nebraska Department of Education
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987

FROM: _____
School Name

Address

City, State, Zip

I have read and understand Title 92, Nebraska Administrative Code, Chapter 41, Section 004.15
(attached as page 2) and hereby certify that

Name of School
located at _____
Address of School

shall maintain student records as set forth in Title 92, Nebraska Administrative Code, Chapter
41, Section 004.15.

Signature of School Official

Printed name of School Official

Title

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Reference: Title 92, Nebraska Administrative Code, Chapter 41, 004.15:
004.15 Maintenance of Records.

004.15A A school shall maintain, and make available for inspection by the Department, records necessary to demonstrate its efficient and effective academic and financial aid operations. Included shall be records for students, dropouts, and graduates, that shall include at a minimum:

004.15A1 Name and address of the school;

004.15A2 The academic transcript shall show the name and address of the student, the student's identification number used by the school, date of entry and date of exit.

004.15A3 The academic transcript shall indicate the name of the program pursued, courses taken and grades earned, and if the student graduated, withdrew, or was terminated.

004.15A4 The financial records shall show student's name and address, student's identification number used by the school, program of study pursued, all expenses incurred and all payments made.

004.15A5 A school shall maintain, in a fire resistant area, permanent records suitable for academic and financial records for all students. Permanent academic records shall be maintained for fifty (50) calendar years and financial records for five (5) years after the student has departed from the school.

004.15B Any transcript issued shall include the signature and title of a school official, date of issue and seal of the school, if such a seal exists.

004.15C A school shall not release, transfer, disclose or otherwise disseminate students' records or information contained therein, unless upon the student's written request, except to persons authorized or required to have such information by state or federal law or regulation, or pursuant to a court order.

004.15D Students shall have the right to review their student records, including grades, attendance, and financial records.