

PARENTAL REQUEST TO INSPECT OR COPY EDUCATION RECORDS

Department of Student Services
Lincoln Public Schools • Lincoln, Nebraska

Date of Request: _____

Student Information

Student Name: _____ Date of Birth: _____

Current School: _____ Grade Level: _____

Parent/Guardian Information

Requester Name: _____ Relationship to Student: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Records Requested

I hereby request to inspect/review the following records regarding the above-named student:

- | | | |
|--|--|---|
| <input type="checkbox"/> All Education Records | <input type="checkbox"/> Academic Transcripts / Report Cards | <input type="checkbox"/> Attendance Records |
| <input type="checkbox"/> Disciplinary Records | <input type="checkbox"/> Special Education Records (<i>IEP / 504 Plan</i>) | <input type="checkbox"/> Medical / Health Records |
| <input type="checkbox"/> Other (Please specify): _____ | | |

Type of Access Requested

Please indicate your preference:

- I wish to have these records emailed to me at _____ (*email address*)
- I wish to receive physical copies of these records. (*Note: A copying fee may apply.*)
- Mail to my address provided above. I will pick up the records from the school.

Parent/Guardian Signature: _____

****Please turn your form into your student's school office.***

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.** Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.** Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student,

the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official 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 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. 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. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: **Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605**

For Questions Contact:

Lincoln Public Schools, Department of Student Services 5905 O Street, Lincoln, NE 68510 Phone: (402) 436-1688 Fax: (402) 436-1686

If signing electronically, complete this box:

By affixing my electronic signature to this electronic record below (either type your name or insert a scan of your signature) and email-ing this electronic record to LPS, I agree and consent to conduct this transaction involving governmental affairs with LPS by electronic means pursuant to the Nebraska Uniform Electronic Transactions Act. I understand that I am not prohibited from refusing to conduct other or future transaction(s) with LPS by electronic means. See the Disclosure Notice on page 2 for further information.

Parent/Guardian Signature: _____ Date of Receipt: _____

(please type your name or insert signature scan)

Disclosure Notice: This Disclosure Notice applies to the electronic record above and all communications with LPS related to this electronic record. Under this notice, the electronic record, communications, disclosures and other records you receive from LPS in electronic form will be considered "in writing."

Your consent covers the electronic record. You understand and agree that your electronic signature affixed to the electronic record shall be legally binding and shall be considered authorized by you. You also consent to receive all communications, disclosures, and notices, and other records relating to this from LPS in electronic form, instead of receiving such communication, disclosures, and notices, and other records in printed paper form. You have the option of printing your electronic records directly from your computer to provide your handwritten signature. The records will not be sent to you in a paper copy unless specifically requested by you. You will not be charged for paper copies of the records. To specifically request paper copies, please contact Student Services at 402-436-1688. You will be able to sign a paper copy after school is in session.

You have the right at any time to cancel and withdraw your consent to receive future electronic delivery of records. If you withdraw your consent, none of the electronic records, communications, disclosures, notices, or other records delivered to you in electronic form prior to your withdrawal of consent will be affected. If you wish to withdraw your consent, please contact Student Services at 402-436-1688. Your notice of withdrawal will be effective within a reasonable time after we receive the withdrawal notice.

In order to sign your electronic record electronically and in order to receive electronic delivery of communications, disclosures, notices and other records, you will need access to a computer with the following:

- a) Access to the following operating systems: Microsoft Windows or Apple macOS;
- b) Access to the Internet;
- c) Access to a valid e-mail address;
- d) A web browser (The use of Chrome is recommended);
- e) Access to software which permits you to receive and access Portable Document Format "PDF" files, such as Adobe Acrobat Reader;
- f) Sufficient storage space to save records, communications, disclosures, and notices, and other records (whether presented online, in e-mails, or in PDF format) or the ability to print such records, communications, disclosures, and notices, and other records;
- g) Access to a printer (if you wish to print paper copies of any electronic records, communications, disclosures, notices, or other records).

If we change the minimum hardware and/or software requirements, we will notify you of the changes. If you cannot access or retain electronic records, communications, disclosures, notices, or other records in electronic form as a result, you will have the right to withdraw your consent with respect to electronic delivery of such records.

It is your responsibility to keep your primary email address current so that we may send electronic records and communications. You understand and agree that if we send you an electronic record, communication, disclosure, or notice, but you do not receive it because your email address is incorrect, out of date, blocked by your service provider, or returned undeliverable, we will be deemed to have provided electronic delivery.

You acknowledge and agree that your consent to your electronic signature and electronic delivery is being provided in connection with a transaction affecting governmental affairs that is subject to the Nebraska Uniform Electronic Transactions Act and, to the extent required, by the federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend that both acts apply to the fullest extent possible to validate our ability to conduct transactions with you by electronic means.

For Office Use Only:

Date Received: _____ Received By: _____

Date Action Taken: _____ Contacted parent for pick up (if applicable): _____