

RECOMMEND DELETION OF EXISTING POLICY AND ADD NEW UPDATED TEXT:

~~Student records shall be maintained in the Mauston School District to facilitate the educational process in the elementary and secondary schools.~~

~~The Board recognizes the need for confidentiality of student records. Therefore, student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval.~~

~~The District Administrator shall be responsible for the overall direction and supervision of student records management in the district. Specific procedures shall be developed which:~~

- ~~a. Comply with state and federal laws and regulations; and~~
- ~~b. Are of maximum use to the professional staff and of greatest educational benefit to the students.~~

The School District of Mauston maintains student records for each student attending school in the District. These records include: (1) student progress records - courses taken, grades, attendance, immunizations, extracurricular activities, and (2) student behavioral records - psychological tests, personality evaluations, records of conversations, any written statements relating to an individual student's behavior, discipline reporting, tests relating specifically to achievement or measurement of ability, student physical health records other than his/her immunization and lead screening records, law enforcement records obtained by the district and other student records that are not progress records.

State and federal laws require that the maintenance of student records assure confidentiality.

Accordingly, the following shall apply in the District:

- 1. An adult student, or the parent(s)/guardian of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures. The District will respond to such requests without unnecessary delay (no more than 45 days). Charges may apply, in accordance with Wisconsin Statutes.**
- 2. An adult student, or the parent(s)/guardian of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above.**

PROPOSED REVISIONS (continued)

3. An adult student, or the parent(s)/guardian of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to persons required by law to hold a license for providing instruction or special services to a student and to other school officials who have been determined to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person employed by or working on behalf of the District as an administrator supervisor, (including health or medical staff and police-school liaison personnel) when they are under the direction of an Administrator; a person serving on the Board of Education; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the school official needs to review a student record in order to fulfill his/her professional or District responsibility.

The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

4. An adult student, or the parent(s)/guardian of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Further, the following student record information has been designated as directory data: student's name, address, telephone listing, photographs, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, year in school, dates of attendance, degrees and awards received and the name of school most recently previously attended by the student. This information may be disclosed to any person unless the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after receipt of this notice or after the District has been restricted from doing so by any of those parties.

Continued

Secondary School Students

A secondary school student or the parent/guardian of the student may request that the student's name, address and telephone number not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall comply with such request.

Unless access to such information has been restricted by the secondary school student or the student's parent(s)/guardian as outlined above, the District shall provide access to secondary school students' names, addresses and telephone numbers, on request made by military recruiters or an institution of higher education. The District shall also provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

Legal Reference:	Wisconsin Statutes Sections 118.125 118.126 146.025 146.82 Family Rights and Privacy Act (20 U.S.C. Section 1232g, 45 C.F.R. Sec. 99)
Cross Reference:	347-Rule, Guidelines for Maintenance and Confidentiality of Student Records
Approved:	11/16/1998
Reviewed:	8/25/14/ and 9/15/2014
Modified:	
