

STUDENT RECORDS

Student records shall be maintained in the interest of the student to assist the school in providing appropriate educational experiences.

All student records shall be confidential except as otherwise provided by law. The district shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Persons collecting or using student records shall be trained annually in confidentiality policies and procedures.

The district administrator's office shall be responsible for publishing a notice of the district's student records policy in the local newspaper and district newsletter annually in August. In addition, provisions shall be made to effectively notify parents of the information included in the notice when the parent's primary language is other than English.

LEGAL REF.: Sections 48.396(1m) Wisconsin Statutes
115.85(4)
118.125
118.126
118.127
146.025
146.81 - 146.83
767.24(4)
Family Educational Rights and Privacy Act
(20 U.S.C. Section 1232g, 45 C.F.R. Sec.99)

CROSS REF.: 347-Rule, Guidelines for the Maintenance and Confidentiality of Student Records

APPROVED: May 21, 1979

REVISED: May 5, 1991
October 1992
March 28, 1995