

Annual Notice: Access to School Employee Discipline Records Pursuant to 2025 Wisconsin Act 57

In accordance with Wis. Stat. § 118.07(6)(b) and the Wisconsin Public Records Law (Subchapter II of Chapter 19), the [Insert Name of School District] hereby notifies parents and guardians of their right to access certain records regarding school employee discipline.

1. Right to Access Records Under the Wisconsin Public Records Law, any person has the right to request and inspect public records maintained by the District. This includes records related to the discipline of school employees, subject to certain legal limitations and the "balancing test" (where the public's interest in disclosure is weighed against the interest in non-disclosure).

2. Limitations and Confidentiality Please be advised that while disciplinary records are generally accessible once an investigation has concluded, certain information may be redacted or withheld as required by law, including:

- Records related to a **current investigation** into possible employee misconduct (until the investigation is finalized).
- Information that would identify a student (protected under FERPA and state pupil record laws).
- Personal identifying information such as home addresses, social security numbers, or private medical information.

3. Employee Notification Rights Per Wis. Stat. § 19.356, before the District releases records regarding an investigation into employee discipline or a possible violation of law/policy, the District may be required to notify the employee. This notice allows the employee a specific period to seek a court order to restrain the release of the records or only the right to augment the records, depending on the category of the employee under the records law.

4. How to Make a Request Requests for records should be directed to the District's Records Custodian:

- **Name/Title:** Jennifer Larson, Executive Assistant
- **Address:** 405 East Hamlin Street, West Salem, WI 54669
- **Email/Phone:** larson.jennifer@wsalem.k12.wi.us - 608-786-5303

The District will respond to all requests as soon as practicable and without delay. Standard fees for the actual, necessary, and direct costs of duplication and location may apply and prepayment of estimated costs may be required if they exceed \$50.