

## Student Records

(WI Stats. Sec. 118.125):

1. General - Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences.
2. Content - Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available only to persons involved in psychological treatment of student.

Progress records maintained by the school district include a statement of courses taken by the student, the student's grades, the student's extra-curricular activities and the student's attendance record.

Behavioral records maintained by the school district include all student records other than progress records.

3. Confidentiality - All student records are confidential, with the following exceptions:
  - a. A student, or the parent(s)/guardian(s) of a minor student, shall, upon request, be shown and provided with a copy of the student's progress records.
  - b. An adult student, or the parent(s)/guardian(s) of a minor student, shall, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the student's behavioral records. Such student or parent(s)/guardian(s) shall upon request, be provided with a copy of the behavioral records.
  - c. The judge of any court of this state or of the United States shall, upon request, be provided with a copy of all progress records of a student who is the subject of any proceeding in such court.
  - d. Student records may be made available to persons employed by the school district which the student attends who are required by the Department of Public Instruction under WI Stats. s. 115.28(7) to hold a certificate, license or permit.

Legal Reference: WI Statutes 115.28

Initial Adoption: 2/8/10

Final Adoption: 3/8/10

- e. Upon the written permission of an adult student, or the parent(s)/guardian(s) of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portions of his behavioral records as determined by the person authorizing the release.
- f. Student records shall be provided to a court in response to a subpoena. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency.
- g. The Board of Education may provide the Department of Public Instruction or any public officer with any information required under Chapters 115 to 121.

Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the multi-disciplinary team under Chapter 115 of the statutes.

The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at that school. All requests for inspection or for transfer to another school or school district should be directed to the building principal or his qualified designee, who will then determine whether inspection or transfer is permitted under this policy. The building principal or his qualified designee shall be present to interpret behavioral records when inspection is made under paragraph (3) (b). A list of personnel having access to records will be posted in the record area.

4. Maintenance and Destruction of Records - While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the district, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the district, his or her records will be maintained by the school last attended by the student.

When the student ceases to be enrolled, records shall be maintained as follows:

- a. All behavioral records will be destroyed one year after the date the student graduated or is no longer in that building. If a student transfers to another school, all behavioral records will be forwarded upon notification of transfer.
- b. Progress records may be destroyed 35 years after the student ceases to be enrolled in the school district.

Initial Adoption: 2/8/10

Final Adoption: 3/8/10

5. Transfer of Records - Student records relating to a specific student shall be transferred to another school district upon receipt of written notice from an adult student or the parent(s)/guardian(s) of a minor student that the student intends to enroll in the other school or school district, or upon written notice from the other school or school district that the student has enrolled.
  
6. Directory Information - Information such as the student's name; video-taped activities; participation in officially recognized activities and sports; weight, height, and grade level if member of athletic team; and the parents'/guardians' names of students receiving awards or recognition shall be considered public information and may be released, unless parent(s)/guardian(s) or adult students refuse the release, in writing, of their own initiation.

Directory information for investigative personnel only will also include parent(s)/guardian(s) names and addresses and student's date of birth.

This exception to the policy shall be published in the official district newspaper annually, along with information relating to the opening of school.

Initial Adoption: 2/8/10

Final Adoption: 3/8/10