

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

INSTRUCTION EDUCATIONAL PROGRAMS STUDENT RECORDS

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~~Parents/guardians and students shall be notified annually of the following:~~

- ~~a. their rights to inspect, review, and obtain copies of student records;~~
- ~~b. their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading;~~
- ~~c. their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent.~~
- ~~d. the categories of student record information which have been designated as directory data and their right to deny the release of such information; and~~
- ~~e. their right to file a complaint with the Family Policy and Regulations office of the U.S. Department of Education.~~

Cross Reference: ~~Employee Handbook~~

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

The School Board recognizes the need for confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the student's parent or guardian or the adult student, except in situations where legal requirements specify release of records without such prior approval.

Building principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established District procedures.

Student record notices shall be published annually in accordance with state and federal law.

LEGAL REFERENCES:

Wisconsin Statutes

Section 19.65	[rules of conduct; employee training; and security regarding personally-identifiable information]
Section 48.396	[law enforcement officer records]
Section 115.812(2)	[reporting information regarding specified students with disabilities to appropriate county departments]
Section 118.125	[state student records law; policies required]
Section 118.126	[privileged communications related to student alcohol and drug use]
Section 118.127	[law enforcement agency record information]
Section 118.51(8)	[full-time open enrollment; disciplinary and special education records]
Section 118.52(10)	[part-time open enrollment; disciplinary records]

Section 146.82	[confidentiality of patient health care records]
Section 146.83	[access to patient health care records]
Section 252.15	[access to HIV test results]
Section 767.41(7)	[custody and physical placement; parent access to records]
Section 938.396	[access to records; law enforcement and court records]
Section 950.08(2w)	[information provided by district attorney to schools in criminal cases]

Federal Laws

20 U.S.C. §1232(g)	[Family Educational Rights and Privacy Act, the federal student records law]
34 C.F.R. part 99	[U.S. Department of Education FERPA regulations]
	[U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]
20 U.S.C. §7908	[providing high school students' contact information to military recruiters and institutions of higher education]
10 U.S.C. §503(c)	[providing high school students' contact information to military recruiters]
42 U.S.C. §1758(b)(6)	[heightened privacy rules for students' eligibility status and other National School Lunch Program records; see also 7 C.F.R. §245.6]

Adopted: — ~~August 11, 2003~~

Reviewed: — ~~August 8, 2005~~

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