

STUDENT RECORDS POLICY 347

The Board of Education recognizes the need for and importance of 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/guardian or the adult student, except in situations where applicable laws require or permit the release of records without such prior approval.

The confidentiality of record information required by applicable law, this policy, and related District procedures shall extend to both the actual record(s) and to verbal exchanges regarding the content of student records or any other confidential records that contain personally-identifiable information related to a student.

The Superintendent shall have primary responsibility for ensuring that District employees and other school officials who are authorized to create, collect, maintain, use, provide access to, or destroy student records understand their duties and responsibilities as defined by applicable law, Board policy, and District procedures (including the specific confidentiality and maintenance requirements applicable to various categories of student records and other personally-identifiable records concerning students).

Building principals and other members of the administrative staff under the supervision of the Superintendent shall be jointly responsible for coordinating and implementing reasonable procedures intended to ensure that school district employees and other authorized school officials obtain access to only those education records in which they have a legitimate educational interest. Particularly where physical or technological access controls are not used, the administration shall periodically monitor the extent to which training, directives, and other procedures are serving as an effective means of maintaining the confidentiality of student records.

Both parents/guardians shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

After providing an initial copy of any student record to a parent/guardian or student at no cost, the District may charge a reasonable fee for subsequent copying and/or mailing of the same student record(s). The District shall not charge parents/guardians, or students for any costs associated with locating or retrieving the student's records. In situations where payment of any fees would effectively prevent a parent/guardian or student from exercising their rights to inspect and review the student's records, any such fees shall be waived upon approval by the Superintendent or his/her designee. Aside from fee waivers authorized by Board policy, any copying or postage fees that are established shall be applied consistently.

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

Legal

Sections 19.65 Wisconsin Statutes

48.396

118.125

118.126

118.127

118.51

118.52(10)

146.82 – 146.83

252.15 767.41(7)

938.396 950.08(2w)

Federal Family Educational Rights and Privacy Act