

<u>POLICY:</u>	<u>JO</u>
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## **STUDENT RECORDS**

The School District of Hartford Joint No. 1 compiles and maintains necessary student records in the best interest of each student and to assist school personnel in determining the best educational experiences for each child. These student records are maintained in accordance with the provisions of the State student records and open records laws, Wisconsin Statutes §118.125 and §19.21-19.35 and the provisions of the Federal Family Education Rights and Privacy Act, 20 U.S.C. §1232(g).

It is the policy of the School Board that all facts and information relating to individual students created and maintained by the School District shall be considered confidential. Therefore, the School District does not allow the general public to have access to individual student records. However, an adult student or parent or legal guardian of a minor student shall have access to the student's own records as permitted under State and Federal law.

Both the Federal Family and Education Rights and Privacy Act (FERPA) and the State law on student records require that school boards adopt and publish policies relating to the contents of student records, confidentiality, access, amendment, disclosure and the time during which student records shall be maintained. The purpose of this Board policy is to describe the rules governing the confidentiality of student records and when the District will permit access to student records.

### Types of Student Records

Wisconsin law defines student records as follows:

1. "Student records" means all records relating to individual students maintained by a school regardless of format, but does not include notes or records maintained for personal use by a teacher or other person who is required by the Department of Public Instruction under §115.28(7), Stat., to hold a license, certificate or permit, if such records are not available to others, nor does it include records necessary for and available only to persons involved in the psychological treatment of a student.
2. "Directory data" means those student records which include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student.

3. “Progress records” means those student records which include the student’s grades, a statement of the courses the student has taken, the student’s attendance record, the student’s immunization records, any lead screening records required under §254.162, Stat., and records of the student’s extracurricular activities.
4. “Behavioral records” means those student records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual student’s behavior, tests relating specifically to achievement or ability, the student’s physical health records other than his/her immunization records or any lead screening records required under §254.162, Stat., law enforcement officers’ records under §48.396(1m), Stat., or §938.396(1) or (1m) and any other student records that are not progress records.
5. “Student physical health records” means those student records that include basic health information about a student, including the student’s immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student’s ability to participate in an education program, any lead screening records required under §254.162, Stat., the results of any routine screening test, such as for hearing, vision or Scoliosis, and any follow-up to such test and any other basic health information, as determined by Department of Public Instruction.

#### Confidentiality of Student Records

All student records maintained by a school, except directory data, are confidential. However, the law recognizes certain exceptions when certain individuals may have access to student records and these exceptions are set forth in the language below.

#### Access to Student Records

Access to student records is restricted by law to specific parties or to those whom an adult student, parent or guardian or guardian ad litem has granted written permission. The statute recognizes the following exceptions.

1. Upon request, a student, or the parent or legal guardian of a minor student may be shown and provided with a copy of the student’s progress records.
2. Upon request, an adult student or the parent or legal guardian of a minor student may be shown, in the presence of a person qualified to explain and interpret the records, the student’s behavioral records. Such student, parent or legal guardian shall, upon request, be provided with a copy of the student’s behavioral records.
3. Upon the written permission of an adult student, or the parent or legal guardian of minor student, the school shall make available to the person named in the permission, the student’s progress records or such portions of the behavioral records as determined by the person authorizing the release of information.

4. Student records may be made available to persons employed by the School District who are required to hold a certificate, license or permit, and other School District officials who have been determined by the School Board to have legitimate educational interests.

Nothing in this policy prohibits the use of a student's records in connection with the suspension or expulsion of the student or the use of such records by a multi-disciplinary team under State and Federal law.

#### Release of Directory Data

Wisconsin law requires that certain information contained in student records, referred to as "directory data," be released to specified organizations or institutions as selected by the School District. The District will give public notice annually of the categories and types of student data that it may release to District-specified institutions and organizations. After the school notifies a parent, legal guardian or guardian ad litem that it has designated certain information as directory data and that they have 14 days to refuse the release without prior written consent, the parent, legal guardian or guardian ad litem has 14 days in which to notify the school that such information may not be released without the prior written consent of the parent, legal guardian or guardian ad litem. If the parent, legal guardian or guardian ad litem have not so notified the School District within this 14-day period, the District will release directory data to approved institutions and organizations.

#### Custodian of Student Records

The building principal is the designated custodian of student records.

#### Maintenance of Student Records

The schedule and time limits for maintenance of student records varies with the type of record. A student's progress records will be maintained for at least five (5) years after the student ceases to be enrolled at a particular school. A student's behavioral records shall be maintained for no more than one year from the date the student graduates or last attends a particular school. When written permission to maintain the behavioral record is received from the adult student or from the parent or legal guardian of a minor student, the records may be maintained for five years from the date of graduation or last attendance at a particular school.

The student services office will maintain records of a referral for psychological testing or multi-disciplinary evaluations, including all individual reports, for one year after a student transfers out of the District. Upon the written permission of an adult student or the parent or legal guardian of a minor student, such records will be maintained for up to five years.

Transfer of Records

The School District of Hartford Joint No. 1 or a school therein will transfer to another school or school district all student records relating to a specific student within five (5) working days after receiving written notification that the student intends to enroll in another school or school district. This written notification may come from an adult student or the parent or legal guardian of a minor student, from the school district or school to which the student is transferring, or from a court that the student has been placed in a secured correctional facility, caring institution or a secured group home.

Protection of Pupil Rights Amendment (PPRA)

The School District of Hartford Joint No. 1 shall directly notify parents and students annually, at the beginning of the school year, of their rights under the PPRA.

LEGAL REFERENCE: § 118.125 & §19.21-19.35 Wis. Stats  
Federal Family Ed Rights and Privacy Act, 20 USC §1232(f)  
115.85(4), 118.126, 118.127, 118.51, 146.81-146.84  
252.15, 767.24(7), 938.396

CROSS REFERENCE: JO-B – Protection of Pupil Rights Amendment  
JO-R – Student Records Guidelines