

SECTION 535 STUDENT RECORDSI. DEFINITION

- A. STUDENT RECORDS – means all records maintained by district relating to individual students, but does not include notes maintained for personal use by a teacher or other person who is required by the Wisconsin Department of Public Instruction under Section 115.28(7) to hold a certificate, license or permit if such notes are not available to others, nor does it include notes necessary for, and available only to, persons involved in the psychological treatment of a student.
- B. BEHAVIORAL RECORDS – means those students records which include psychological test, personality evaluations, records of conversations, tests relating specifically to achievement or measurement of ability, the student's physical health records, and any other student records which are not progress records, including records and results of standardized tests, anecdotal records of verified student behavior, communications from other schools, communications from non-school agencies that relate to the student, family background information, health information, teacher or counselor ratings and observations, reports of recurrent or serious behavior patterns, and background data gathered prior to the entry of the student into school. No other information shall be recorded in these records.
- C. 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 records, and records of the student's school extra-curricular activities. In addition, the progress records will contain the necessary identifying information concerning the student, and the date of graduation or withdrawal from school. No other information shall be recorded in these records.
- D. DIRECTORY INFORMATION – means those 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. This information shall be considered public information and may be released to appropriate persons and media, unless parents or adult students refuse the release, in writing, of their own initiation.

- II. CONFIDENTIALITY – All student records maintained in the school system shall be confidential except as provided in the following exceptions:
- A. A student, or the parent or guardian of a minor student, shall, upon request, be shown and provided with a copy of the student's progress record.
- B. An adult student, or parent or guardian of a minor student, shall upon written request, be shown in the presence of a person qualified to explain and interpret the records, the student's behavioral records.
- C. The judge of any court in this State of the United States shall, upon request, be provided by the school district clerk with a copy of all progress records of a student who is the subject of any proceedings in such court.

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- D. Behavioral and progress records shall be open for review by certified personnel at the elementary level who are currently working with the student. Behavioral and progress records shall be open for inspection by certified personnel at the junior and senior high school level by instituting a written request to the student's counselor. Records regarding students tested for special education are located in the pupil services office. They are available for review by appropriate personnel with a written request to the Director of Special Education.
- E. Upon the written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission the student's progress record or such portions of that student's behavioral record as determined by the person authorizing the release.
- F. Student Records shall be provided to a court in response to a subpoena in accordance with 118.125 (1) (f) of the Wisconsin Statutes. Upon receipt of such subpoena the clerk shall forthwith notify the student's parents of same.
- G. The persons designated by the Wisconsin Department of Public Instruction or any other public office may be provided with information as required by such department or office of Chapter 115 to 121 Wisconsin Statutes.
- H. All Directory Information shall be considered public unless parents refuse the release, in writing of their own initiative.

III. CHALLENGES TO CONTENTS OF RECORDS – Adult students and parents of minor students, shall be permitted to request a hearing to challenge the content of their school records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student to provide the opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

The initial hearing shall be conducted by the administrator who is responsible for the records at that time. Appeals from the decision of the administrator who conducts the initial hearing must be made to the District Administrator. A decision by the District Administrator may be appealed to the School Board.

A request for an initial hearing must be made in writing, stating the specific complaint(s) concerning the student record. The administrator shall arrange for a hearing no later than ten school days, or twenty calendar days, whichever is least, subsequent to receipt of the request for a hearing.

All decisions required by administrators or the district Administrator hereunder shall be rendered in writing within five working days after the hearing and mailed to the person requesting the hearing the same day.

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- IV. MAINTENANCE OF RECORDS – Behavioral records shall be maintained for no longer than a period of one year after graduation or last attendance at the school, unless the student, or the parent of a minor pupil, specifies in writing that the individual behavioral record shall be maintained. They must then be destroyed under the supervision of the appropriate official. Progress records shall be maintained for a period of not less than five years after graduation or the date the student last attended the school. The senior high school progress records shall be maintained for a period of not less than five years.

- V. TRANSFER OF RECORDS – The district shall transfer to another school or school district all student records relating to a specific student if the district has received written notice to do so from the adult student, or the parent or guardian if the student is a minor.

- VI. Appeals concerning information contained in student records will be governed by the Family Educational Rights and Privacy Act (FERPA).

- VII. REFERENCES: Public Law 93-380 20 USA 123g
 Section 118.125 Wisconsin Statutes

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