

## STUDENT RECORDS

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

The 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 parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval.

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

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

**LEGAL REF.:** Sections 118.125, 118.126, 118.127, 118.51(8), 118.52(10) -Wisconsin State Statutes  
 Sections 146.81 – 146.84 – Wisconsin State Statutes  
 Sections 252.15, 767.41(7), 938.342(1r), 938.396, 950.08(2w) – Wisconsin State Statutes  
 Family Educational Rights and Privacy Act (20 USC Section 1232g, 34 CFR Part 99)  
 Protection of Pupil Rights Provision of General Education Provisions Act  
 (20 USC 1232h)  
 U.S.A. Patriot Act

**CROSS REF.:** 347-Rule – Maintenance and Confidentiality of student Records  
 347-Exhibit – Student Records Notice  
 431 – Rule – School Attendance Areas  
 453 – Emergency nursing Services  
 823 – Access to Public Records  
 Special Education Policy and Procedure Handbook

**APPROVED:** June 20, 2011  
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