



## November Parent Information Cool Tool Challenge De-Bugging Skills: “Problem-Solving and Handling Peer Conflict”

Eastside Elementary will be honoring Veterans on Monday, Nov. 12th with a short assembly outside by the flag pole starting

at 8:15 a.m. We will raise the flags and recite the Pledge of Allegiance as an entire school around the flag pole. We are inviting Veterans and active service people to join in our celebration. If you are able to attend, please e-mail Mr. Coulthart at [cjcoulthart@sunprairieschools.org](mailto:cjcoulthart@sunprairieschools.org) to let me know you are coming. I would like to introduce you to the students and staff. Having your name ahead of time would be helpful. Please let me know exactly how you would like to be introduced. We hope you can join us on Monday, Nov.12th to honor you and all Veterans. A reception will follow in our Multi-Purpose Room.

**PICTURE RETAKES:  
NOV 2**  
If you wish to have your child's picture retaken please return picture package on Nov. 2

**ESCO FALL  
HARVEST DANCE  
NOV 2**  
6:00-7:30 p.m.

**No School**  
November 9  
Conferences  
November  
22, 23, 24  
Thanksgiving

### CONFERENCES

Will be held on November 8 (4:00-8:00 p.m.) and November 9 (7:30-11:30 a.m.) No school on November 9, 2018.

All teachers will be using Sign-Up Genius to sign up for Conferences.



### Book Fair

Eastside Library is holding a BOOK FAIR in November. The book fair will start on November 6th and end on November 8th. More information about the book fair will be coming home with your student (s) soon!

Room 176

Nov. 6 7:30 a.m.-Noon and 12:30 p.m.-3:00 p.m.

Nov. 7 7:30 a.m.-Noon and 12:30 p.m.-3:00 p.m. Pastries with Parents 8:15 a.m.

Nov. 8 7:30 a.m.-Noon, 12:30 p.m.-2:00 p.m. and 4:00 p.m.-7:30 p.m.

We are looking for volunteers to help run the book fair. If you are interested in helping, please contact Mrs.Heino at [amheino@sunprairieschools.org](mailto:amheino@sunprairieschools.org) or 834-7404.

Vision: “Working together to maximize each student’s potential, in a safe and caring community, to become responsible citizens.”

Mission: “Futures depend on us to inspire and prepare every child, every day, by providing relevant, engaging, and innovative learning experiences in and out of the classroom”

### STATEMENT OF NONDISCRIMINATION

No student may be unlawfully discriminated against in any school programs, activities or in facilities usage because of the student's sex (gender identity, gender expressions, and non-conformity to gender role stereotypes), color, religion, profession, or demonstration of belief or non-belief, race, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation, age, or physical, mental, emotional or learning disability. Harassment is a form of discrimination and shall not be tolerated in the District. It is the responsibility of administrators, staff members and all students to ensure that student

discrimination or harassment does not occur. (SPASD District Policy JB) If a student or parent/guardian would prefer to have this information translated into Spanish, please contact us at 608-834-6620. Si un estudiante, padre ó guardian prefiere tener esta información traducida en Español, por favor contactenos en el 608-834-6620. If a student or parent/guardian would prefer to have this information translated into Hmong, please contact us at 608-834-6630. Yog tus me nyuam lub xiv los yog niam thiab txiv/tus neeg muaj cai saib xyuas tus me nyuam xav tau qhov ntawv ntawm no ua lus Hmoob, thov hais rau peb paub rau ntawm 608-834-6630.



Elementary Schools

Kobussen Cares:

Kobussen Cares is the guideline that is used by all Kobussen drivers and aides for ensuring a safe ride for everyone. Please take some time to remind your child of the bus agreements listed in the palm of the hand.

**Waiting for the Bus**

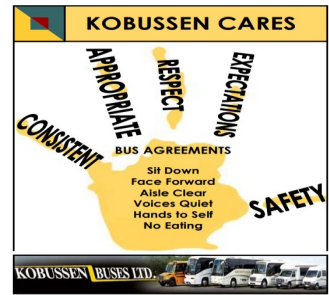
As cold and snowy weather is upon us we would like to remind families of a few safety issues when students are waiting for the bus in the morning. Students should:

- be waiting at their bus stop at least 5 minutes before the scheduled arrival time.
- be dressed appropriately for waiting in cold weather. This includes jackets, hats, gloves/mittens, and scarves.
- stay out of the road and other’s yards when waiting for the bus. Wait on the sidewalk or as close to the curb as possible if there are no sidewalks.
- wait on their side of the road and wait to cross until the driver signals.
- wait for the bus to come to a complete stop before approaching to board.

**Eating On The Bus**

Please remember that there is absolutely no eating allowed on district buses. Many students have life-threatening food allergies that could be affected by others eating on the bus. If your child does not get a chance to eat breakfast at home before school please make sure he/she knows to wait until they arrive at school before eating to ensure the safety of everyone. If your child is given a snack or treat at the end of the day we also ask that they eat it at school or wait until they get home.

If you have any questions or concerns about this information, or school bus safety, please contact Kobussen at 825-8700, ext 5509.



## PLEASE CHECK OUT THE LOST AND FOUND

The 2017 Goldie Gallop was a huge success!!!

# EASTSIDE



# GOLDIE GALLOP

We galloped past the goal of \$25, 000 and raised \$27,985 in pledges and sponsorships!

Top fundraisers and lap runners will be announced during our November 2nd assembly and prizes will be sent home with students.

None of this would have been possible without the help of so many.

Thank you to all students and families for making this year's event a success!



## SHOUT OUT

- |               |                                   |
|---------------|-----------------------------------|
| Kindergarten: | Ivy, Avery, Nolan , Olive         |
| 1st gr :      | Jenna, Karmell, John, Amelia      |
| 2nd gr.       | Will, Hayden, Aubryn, Payton      |
| 3rd gr:       | McKenna, Spencer, Iris            |
| 4th gr:       | Pricilla, Harrison, James, Sophia |
| 5th gr:       | Kristian, Alexa, Ella, Autumn     |





Welcome to our new students  
 Hailey in Miss David's Class Kindergarten  
 Angeles In Mrs. Tranchita's Kindergarten  
 Rafi in Mrs. Stanton's First Grade  
 Felix in Ms. Kruplitsch's 2nd Grade



EXTRA CLOTHING—From the Nurse

A Huge Thank You to all of you that donated socks! So many generous people, we have enough socks to last a very long time.

With the winter months approaching, snow on the ground, we are requesting that you send extra clothing in case your child's clothes get wet while playing at recess, or some kind accident, they would not have to sit in wet clothes, or wear something from the nurse. If you would just put them in a plastic bag, your child could keep it in their locker for - JUST IN CASE - days. This would be much appreciated.

\*



Dear Eastside Families:

The holidays are fast approaching! Once again this year, Eastside is working with the Sun Prairie

Community Help Organization and their Spirit of Giving Program.

If you would like to help an Eastside family this holiday season. Starting Mid November, you can go to [www.sunshineplace.org](http://www.sunshineplace.org) and click on the Spirit of Giving Program banner at the top to select a family. If you have questions regarding the Spirit of Giving Program, please contact Nicole Rairden at 834-7462.

Thank you for your generosity!

[spiritofgiving.sp@gmail.com](mailto:spiritofgiving.sp@gmail.com) or visiting [www.sunshineplace.org](http://www.sunshineplace.org).

# News from Mrs. Rhodes-Advanced Learner Program



**Happy November!**

## Yahara

All 5th graders received information about the Yahara River Writers Competition. Any 5th grade students who are interested and have a passion for writing have an opportunity to enter a piece of writing into the Yahara River Writers competition. This writing opportunity is available through the Greater Dane County Advanced Learner network. Students who were interested have already received the guidelines for the area of writing they indicated. Students will also have the opportunity to submit artwork for the front cover, back cover and genre divider pages. Please refer to the following website for more information: <http://www.gdcaln.org/yahara>. Interested 5th graders will need to work on this piece of writing or art outside of the classroom on Google docs. The rough draft is due November 30th and should be submitted through Google Docs. I will be available for support and revision to prepare the final copy which is due January 9th..

## Math 24

Another enrichment opportunity for all students offered through the Advanced Learner Program is Math 24. Math 24 is an exciting game where students gain practice with math facts. This is available for any interested 3rd, 4th or 5th grader. Students from each grade level practice during one lunch recess per week. We will start practices on November 6. If your child is interested, please complete the permission slip sent home the week of October 22 by November 1. The competition for 4th and 5th graders is in March.

## Parent Learning Sessions

The Advanced Learner Program will be hosting parent learning sessions. Watch the newsletter each month for a reminder or check the ALP website.

*\*schedule subject to change*

- October 24- Opportunities inside and outside of school
- January 30- National Association for Gifted Children conference recap
- March 30 - Transitioning

If you have questions or concerns regarding any of the above or about the Advanced Learner Program (ALP) in general, please email me at [kjrhode@sunprairieschools.org](mailto:kjrhode@sunprairieschools.org) Check out our website for continued updates of the ALP program.

## Eastside Student Leadership is sponsoring

### the 2018 Spirit of Giving AN ANNUAL GIFT-GIVING CELEBRATION

Join us this year as we sponsor 1,200 children with gifts and more than 400 families with boxes of food and turkeys to help with holiday celebrations!

Many of our neighbors in this community could use an extra hand around the holidays to provide for their children. Your sponsorship of these children and donations of food means so much to the families. You are joining a community of thousands who are working together to make the Holidays a little brighter in Sun Prairie.

Did you know? This program is a true community effort!  
Students in elementary and middle schools will soon be collecting food to support the Spirit of Giving Food Boxes.

The Community HELP Organization also partners with many area churches to get the children on our list sponsored for a gift. If you choose someone to sponsor at your church, you are probably working with the Spirit of Giving Program and helping Sun Prairie kids. Many area businesses and organizations also support this program each year, by donating funds and sponsoring children. The Sun Prairie Food Pantry's help is also critical as we prepare to donate the food.

This year, Eastside's Student Leadership Team is hoping to completely fill 50 boxes of food for 50 needy families. Each classroom will be sponsoring items that have been determined to fill the boxes. Please plan to bring your donated items to Parent Teacher Conferences on Thursday, Nov. 8 or Friday, Nov. 9 or send with your child to school by Friday, Nov. 30. The Student Leadership Team will be packing the individual family boxes on Monday, Dec. 3.

Thank you,  
Eastside Student Leadership Team Advisors  
Brenda Hemenway and Jill Roggenbauer



## SCHOOL DISTRICT OF SUN PRAIRIE

### ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

Upon request, the Sun Prairie Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Jennifer Apodaca, Director of Special Education, Sun Prairie Area School District, at 834-6520, or by writing her at 501 S. Bird Street, Sun Prairie, WI 53590

#### STATEMENT OF NONDISCRIMINATION

No student may be discriminated against in any school programs, activities or in facilities usage because of the student's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability. Harassment is a form of discrimination and shall not be tolerated in the district. It is the responsibility of administrators, staff members and all students to ensure that student discrimination or harassment does not occur. (SPASD District Policy JB)

**If a student or parent/guardian would prefer to have this information translated into Spanish, please contact us at 608-834-6620.**

**Si un estudiante, padre ó guardian prefiere tener esta información traducida en Español, por favor contactenos en el 608-834-6620.**

## SUN PRAIRIE AREA SCHOOL DISTRICT

### CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND ACTIVITIES

Sun Prairie Area School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year: The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Jennifer Apodaca, Executive Director of Student Services, Sun Prairie Area School District, at 608-834-6520, or by writing her at 501 S. Bird Street, Sun Prairie, WI 53590. Annually the district conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed at various play areas. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Watch for the dates at your local school or contact Sally Drenoske at 834-6574.

This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records.

"Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.

"Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.

"Directory data" includes 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 previously attended by the student.

"Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Sun Prairie Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.



SUN PRAIRIE AREA SCHOOL DISTRICT CHEEB TSAM TSEV KAWM NTAWV  
TSAB NTAWV CEEB TOOM TXHUA XYOO NTAWM FAB KEV KAWM TSHWJ XEEB COV TXHEEJ TXHEEM  
UA NTAUB NTAWV XA MUS THIAB KEV LUJ XYUAS

Nyob ntawm xav tau, Sun Prairie Area School District Cheeb Tsam Tsev Kawm Ntawv yuav tau luj xyuas tus me nyuam seb puas tsim nyog tau txais kev kawm tshwj xeeb. Qhov kev thov kom muab kev luj xyuas yog tsab ntawv xa mus. Thaum tsoom fww tsev kawm ntawv tau txais tsab ntawv xa mus lawm, tsoom fww tsev kawm ntawv mam li txib Ib Pab Neeg Npaj Kev Kawm Rau Qee Leej (IEP Team) los txiav txim xyuas seb tus me nyuam puas muaj kev nyuab kawm tsis tau, thiab seb tus me nyuam puas tsim nyog tau txais kev kawm tshwj xeeb. Tsoom fww tsev kawm ntawv tshawb nrhiav, txheeb xyuas, thiab luj xyuas cov me nyuam txhua tus muaj kev nyuab kawm tsis tau uas lawv niam & txiv tau coj tuaj sau npe kawm rau hauv cov tsev kawm ntawv ntiav (xam cov tsev kawm ntawv teev hawm tib si), cov tsev kawm ntawv phaj pib, phaj nrab thiab phaj siab nyob rau hauv cheeb tsam tsev kawm ntawv.

Tus kws kho mob, tus neeg kho mob, tus psychologist, tus social worker, los yog tus thawj tswj ib lub koom haum khiav hauj lwm pab neeg uas nws ntseeg tias tus me nyuam tau coj tuaj rau nws muab kev pab ntawd yog ib tug me nyuam muaj kev nyuab kawm tsis tau, nws muaj cai xa tus me nyuam, xam tus me nyuam tsis muaj vaj tse nyob tib si, mus rau tsoom fww tsev kawm ntawv ntawm cheeb tsam tus me nyuam nyob. Ua ntej yuav xa tus me nyuam mus, tus neeg yuav ua ntaub ntawv xa mus yuav tsum ceeb toom rau tus me nyuam niam & txiv tias yuav ua ntaub ntawv xa mus.

Lwm tus, xam niam txiv tib si, uas ntseeg tau tias tus me nyuam yog ib tug muaj kev nyuab kawm tsis tau, yuav xa tus me nyuam, xam tus me nyuam tsis muaj vaj tsev nyob tib si, mus rau tsoom fww tsev kawm ntawv ntawm cheeb tsam tus me nyuam nyob los tau.

Kev xa mus yuav tsum yog sau ntawv xa mus thiab teev qhov txeer xwm seb vim li cas tus neeg ntawd thiaj ntseeg tias tus me nyuam yog ib tug muaj kev nyuab kawm tsis tau. Kev yuav xa mus ntawd hais mus rau Jennifer Apodaca, Thawj Tswj Fab Kev Kawm Tshwj Xeeb, Sun Prairie Area School District Cheeb Tsam Tsev Kawm Ntawv, ntawm 608-834-6520, los yog sau ntawv mus rau nws ntawm 501 S. Bird Street, Sun Prairie, WI 53590.

**KEV NTXUB NTXAUG/CAIS/QUAB YUAM TUB NTXHAI**  
**KEV NTXUB NTXAUG/CAIS/QUAB YUAM TUB NTXHAI**

Txwv tsis pub muaj kev ntub ntxaug, quab yuam, los sis cais ib tug tub ntxhais twg es tsis pub nkag rau txhua yam kev kawm, kev uasi tim tsev kawm ntawv los sis kev siv cov tuam tsev, txawm hais tias nws yog poj niam txiv neej, yog haiv neeg twg, xim tawv nqaj twg, tuaj teb chaws twg tuaj, muaj poj koob yawm txwv li cas, muaj kev tseeg li cas, muaj cuab yig li cas, muaj me nyuam li cas, muaj los tsis muaj tsev nyob, muaj kev nyuab siab li cas, xiam tes taw li cas, kawm ntawv qeeb li cas, los xij peem. Kev quab yuam yog ib yam ntub ntxaug uas peb yuav tsis pub muaj. Cov Thawj Tswj, nais khu, thiab tag nrho cov tub ntxhais yuav tau saib xyuas kom tsis txhob muaj tej yam ntub ntxaug los sis quab yuam li no. (SPASD Policy JB)

SUN PRAIRIE AREA SCHOOL DISTRICT

KEV QHIA Tsis TAU RAU LEEJ TWG PAUB TXOG TEJ NTAUB NTAUV HAIS TXOG TUS KHEEJ UAS TAU  
KHAWS TSEG NYOB HAUV COV KEV TSHAWB NRHIAV ME NYUAM

Cov ntaub ntauv nyob hauv tsab ntauv luam tawm no kuj muaj ua lus Hmoob lawm.

Sun Prairie Area School District raug kom nrhiav, txheeb xyuas, thiab luj xyuas cov me nyuam txhua tus muaj kev nyuab kawm tsis tau, xws li cov me nyuam muaj kev nyuab kawm tsis tau uas tuaj kawm rau hauv cov tsev kawm ntauv ntiav hauv cheeb tsam tsev kawm ntauv, thiab cov me nyuam tsis tuaj vaj tsev nyob. Tus txheej txheem ntawm kev nrhiav, kev txheeb xyuas, thiab kev luj xyuas cov me nyuam muaj kev nyuab kawm tsis tau yog hu ua kev tshawb nrhiav me nyuam (child find). Lub koom haum no tsim muaj cov kev tshawb nrhiav me nyuam raws li ntawm no txhua xyoo:

Lub nroog tsev kawm ntauv (school district) muaj ib qho kev pab kuaj ntsuas txog qhov toob kas pab kawm txawv (special education screening program) kom pab txheeb (locate) thiab kuaj ntsuas (screen) tas nrho cov me nyuam muaj qhov xoom xaim muaj tej yam mob kawm tsis tau ntauv (suspected disabilities) nyob rau hauv lub nroog (district) thiab rawm kawm tsis tau tiav lub tsev kawm ntauv hoob kaum ob (high school). Thaum muaj qhov thov hais txog (request) lub nroog tsev kawm ntauv mam kuaj ntsuas (screen) tus me nyuam hauv zej zog (resident child) uas rawm kawm ntauv tsis tau tiav lub tsev kawm ntauv hoob kaum ob (high school) seb qhov ua ntaub ntauv pab kawm ntauv txawv (special education referral) puas toob kas (appropriate). Qhov thov ua ntaub ntauv (request) yuav muab ua tau yog tiv tauj Jennifer Apodaca, Tus Thawj Sawv Qhov Kev Saib Cov Kev Pab Me Nyuam Kawm Ntauv (Executive Director of Student Services), Sun Prairie Area School District, ntawm 608-834-6520, los yog sau ntauv rau nws ntawm 501 S. Bird Street, Sun Prairie, WI 53590.

Ib xyoo twg lub nroog (district) kuaj ntsuas (conducts) seb qhov loj hlob paub ua tau li cas (developmental screening) ntawm cov me nyuam pib kawm ntauv (preschool children). Ib tug me nyuam kev siv lub cev (child's motor), hais lus sib tham (communication), thiab seb paub ua ub no li cas nrog lwm tus (social skills) raug muab ntsia saib xyuas (observed) nyob rau ob peb qho chaw ua si (play areas). Cov ntaub ntauv (information) kuj muab siv coj los tsim ib qho kev qhia (profile) cov niam txiv seb lawv tus me nyuam loj hlob paub ua li cas tam sim no (current development) thiab coj los mus tsim tswv yim (suggestions) pab-txhawb ub no ntxiv (follow-up activities). Cov niam txiv yuav kawm txog tej kev pab hauv zej zog (community services) muaj rau lawv. Cov ntaub ntauv (information) ntawm qhov kev kuaj ntsuas (screening) tsis tas li kuj muab siv coj los mus txiv txim (determine) seb tus me nyuam puas yuav tsum tau muab kuaj ntsuas (evaluated) seb nws puas muaj tej qho mob li cas kawm ntauv nyuab tsis tau (suspected disability). Thaum cov neeg ua hauj lwm ntawm tsev kawm ntauv (school staff) ntseeg tau tias (reasonably believes) tus me nyuam yog ib tug me nyuam uas mauj ib qho mob kawm ntauv nyuab tsis tau (disability), lawv yuav muab tus me nyuam ua ntaub ntauv xa (refer) rau qhov kev kuaj ntsuas (evaluation) ntawm lub nroog tsev kawm ntauv (school district) pawg neeg Saib Tsim Kev Pab Kawm Ntauv Rau Ib Tug Neeg Twg (Individualized Education Program (IEP) team). Saib xyuas (watch) cov vas thib (dates) ntawm koj lub tsev kawm ntauv hauv zeg zog (local school) los yog tiv tauj Sally Drenoske ntawm 834-6574.

Tsab ntauv ceeb toom no qhia rau cov niam txiv hais txog cov ntaub ntauv cheeb tsam tsev kawm ntauv yuav npaj thiab khaw cia raws li yog ib feem ntawm nws cov kev tshawb nrhiav me nyuam. Tsab ntauv ceeb toom no kuj qhia rau cov niam txiv txog lawv txoj cai hais txog txhua yam ntaub ntauv tau npaj.

Tsoom fwm tsev kawm ntauv mus muab tej ntaub ntauv keeb tiv hais txog tus kheej ntawm txhua tus me nyuam uas koom rau hauv cov kev tshawb nrhiav me nyuam. Cov niam txiv, cov xib fwb, thiab lwm cov neeg ua hauj lwm uas muab tau tej ntsiab lus rau tsev kawm ntauv hais txog tus me nyuam txoj kev kawm, tus cwj pwm coj, thiab kev noj qab nyob zoo. Cov ntsiab lus no raug siv los txiv txim xyuas seb tus me nyuam puas tsim nyog tau txais kev kawm tshwj xeeb. Cov ntaub ntauv keeb tiv hais txog tus me nyuam uas tsev kawm ntauv tau muab khaws cia yog tus me nyuam cov ntaub ntauv ceev tseg. Tus me nyuam cov ntaub ntauv ceev tseg xws li cov ntaub ntauv ceev tseg rau hauv computer, duab video thiab tej suab kaw, tej yeeb yaj kiab, tej microfilm, thiab microfiche. Cov ntaub ntauv khaws cia rau tus xib fwb tau siv thiab yuav muab tsis tau rau lwm tus saib, thiab cov ntaub ntauv uas yog cia rau cov neeg muaj feem xyuam muab kev kho (psychological treatment) rau tus me nyuam tau siv xwb no ces tsis yog tus me nyuam cov ntaub ntauv ceev tseg.

Tsoom fwm tsev kawm ntauv khaws cia me nyuam kawm ntauv ntau hom ntaub ntauv ceev tseg.

"Cov ntaub ntawv ceev tseg hais txog txoj kev kawm" xws li cov qhab nee, cov ntaub ntawv tus me nyuam kawm, tus me nyuam cov ntaub ntawv hais txog kev tuaj kawm, cov ntaub ntawv txhaj tshuaj tiv thaiv, cov ntaub ntawv ntsuam xyuas seb puas muaj lead, thiab cov ntaub ntawv hais txog lwm yam kev kawm hauv tsev kawm ntawv. Cov ntaub ntawv ceev tseg hais txog txoj kev kawm yuav tsum khaws cia tsawg kawg nkaus tsib xyoos tom qab tus me nyuam tso ntawv tseg tsis kawm.

"Cov ntaub ntawv ceev tseg hais txog tus cwj pwm coj" xws li cov ntaub ntawv ntsuam xyuas lub siab coj (psychological tests), cov kev luj xyuas txog tus kheej kev coj, cov ntaub ntawv ceev tseg hais txog cov lus sib tham, cov nqe lus sau tseg hais txog tus me nyuam kawm ntawv tus cwj pwm coj, cov ntaub ntawv ntsuam xyuas hais txog tej qhov kev kawm tau zoo los yog kev ntsuas txog qhov kev muaj peev xwm, cov ntaub ntawv ceev tseg hais txog tus kheej kev noj qab nyob zoo uas tsis yog cov ntaub ntawv hais txog kev txhaj tshuaj tiv thaiv thiab kev ntsuam xyuas seb puas muaj lead xwb, tub ceev xwm cov ntaub ntawv, thiab me nyuam kawm ntawv lwm yam ntaub ntawv uas tsis yog "cov ntaub ntawv ceev tseg hais txog txoj kev kawm". Tub ceev xwm cov ntaub ntawv muab nws khaws cia rau nws ib qho chaw ntawm me nyuam kawm ntawv cov ntaub ntawv ceev tseg. Cov ntaub ntawv ceev tseg hais txog tus cwj pwm coj yuav muab khaws cia tsis ntev tshaj ib xyoos tom qab tus me nyuam kawm tiav los yog tso ntawv tseg tsis kawm, ntshe yog niam txiv sau ntawv tuaj kom khaws cov ntaub ntawv cia kom ntev dua ntawd xwb. Tsoom fwm tsev kawm ntawv yuav ceeb toom los rau niam txiv thaum yuav tsis khaws tus me nyuam kawm ntawv cov ntaub ntawv ceev tseg rau fab kev kawm tshwj xeeb lawm. Thaum tus me nyuam niam thiab txiv teb rov tuaj lawm, tsoom fwm tsev kawm ntawv yuav muab cov ntaub ntawv tsis siv lawm rhuav pov tseg.

"Cov ntaub ntawv teev tseg txog tus kheej" xws li muaj tus me nyuam kawm ntawv npe, chaw nyob, xov tooj, hnuv yug thiab qhov chaw yug, lub hom phiaj kev kawm, kev koom rau hauv tej kev kawm thiab kev rag txuj uas muaj kev hawm tseg, qhov hnyav thiab qhov siab ntawm cov neeg hauv pab tub ntxhais rag txuj, cov hnuv tuaj kawm, cov duab, cov degrees thiab tej phaj tshab tau txais, thiab lub npe ntawm lub tsev kawm ntawv tus me nyuam kawm ntawv tau mus kawm yav tas los.

"Tus me nyuam kawm ntawv cov ntaub ntawv hais txog kev noj qab nyob zoo", xam tej ntaub ntawv txhua yam hais txog tus me nyuam kev noj qab nyob zoo, xws li tus me nyuam cov ntaub ntawv txhaj tshuaj, daim npav kho mob hnyav, cov lus teev tseg hais txog tej kev pab caw thiab tej tshuaj tau muab rau tus me nyuam kawm ntawv noj, daim npav tso cai rau rag txuj, cov ntaub ntawv hais txog tus me nyuam qhov kev muaj peev xwm koom rau hauv qhov kev kawm, txhua yam ntaub ntawv ntsuam xyuas tau kom ua, cov ntsiab lus ntsuam xyuas tau los ntawm tej kev ntsuam xyuas, xws li tej kev ntsuam xyuas txog qhov hnuv lus, qhov pom kev los yog qhov khoov pob (tus txha caj qauv nkhaus), thiab txhua yam ntaub ntawv ntsuam xyuas taug qab, thiab lwm yam ntaub ntawv hais txog kev noj qab nyob zoo, raws li tau txiav txim xyuas los ntawm xeev tus tuam thawj tuav tsev kawm ntawv. Me nyuam kawm ntawv cov ntaub ntawv txhua yam cuam tshuam txog tus me nyuam kev noj qab nyob zoo, txawm tsis yog tus me nyuam kawm ntawv cov ntaub ntawv ceev tseg hais txog kev noj qab nyob zoo los yuav tau ceev kom zoo tib yam li tus neeg mob cov ntaub ntawv kho mob nyob rau Wisconsin Tsab Cai tshooj 146.81 txog 146.84. Me nyuam kawm ntawv cov ntaub ntawv ceev tseg txhua yam hais txog kev ntsuam xyuas HIV los yuav tau ceev kom zoo raws li hauv Wisconsin Tsab Cai tshooj 252.15.

Tsab Cai Tswj Tsev Neeg Txoj Cai Hais Txog Kev Kawm Txuj thiab Tus Kheej (FERPA), Tsab Cai Tswj Txoj Kev Kawm Rau Qee Leej Muaj Kev Nyuab Kawm Tsis Tau (IDEA), thiab Wisconsin Tsab Cai tshooj 118.125, muab cov cai raws li ntawm no nrog rau txoj kev sib fwm rau cov ntaub ntawv ceev tseg rau cov niam txiv thiab cov me nyuam kawm ntawv hnuv nyoog siab dua 18 xyoo ("cov me nyuam kawm ntawv tsim nyog tau txais kev pab"):

Txoj cai rau tshawb xyuas thiab txheeb xyuas tus me nyuam kawm ntawv cov ntaub ntawv ceev tseg hais txog kev kawm txuj nyob rau hauv 45 hnuv ntawm qhov tau txais tsab ntawv thov. Cov niam txiv los yog cov me nyuam kawm ntawv tsim nyog tau txais kev pab ntawd yuav tau xa ib tsab ntawv thov mus rau tsev kawm ntawv tus tuam thawj xib fwb [los yog tsev kawm ntawv ib tug neeg ua hauj lwm] teev meej meej cov ntaub ntawv lawv xav tshawb xyuas rau hauv. Tus tuam thawj xib fwb mam teem caij rau tuaj thiab mam ceeb toom rau niam txiv los yog tus me nyuam kawm ntawv tsim nyog tau txais kev pab txog lub sij hawm thiab qhov chaw uas yuav tuaj txheeb xyuas cov ntaub ntawv ceev tseg ntawd. Tsoom fwm tsev kawm ntawv yuav ua kom tau raws li tsab ntawv thov tuaj tsis pub theem thiab ua kom tau ua ntej lub rooj sib tham hais txog qhov kev kawm muab rau qee leej (IEP), los yog lub rooj sib hais, thiab tsis pub kom ntau tshaj 45 hnuv tom qab tau ua tsab ntawv thov tuaj ntawd. Yog tias tej cov ntaub ntawv ceev tseg ntawd piav txog coob dua ib leeg me nyuam ua ke rau hauv, cov niam txiv ntawm cov me nyuam tsuas muaj cai tshawb xyuas thiab txheeb xyuas tau cov ntaub ntawv hais txog lawv tus me nyuam xwb los yog tsuas muab tau qhov xav paub ntawd qhia rau lawv xwb. Nyob ntawm xav tau, tsoom fwm tsev kawm ntawv yuav muab ib tsab ntawv ceev tseg hais txog kev kawm thiab ib tsab ntawv ceev tseg hais txog tus cwj pem coj rau niam txiv los yog tus me nyuam tsim nyog tau txais kev pab. Nyob ntawm xav tau, tsoom fwm tsev kawm ntawv yuav muab ib daim ntawv teev hom ntaub ntawv ceev tseg thiab cov chaw tsoom fwm tsev kawm ntawv mus

muab tau cov ntaub ntawv ceev tseg los, qhov chaw tsoom fvw tsev kawm ntawv khaws cia los yog qhov chaw tsoom fvw tsev kawm ntawv siv cov ntaub ntawv ntawd rau fab kev kawm tshwj xeeb. Tsoom fvw tsev kawm ntawv yuav muab lus teb rau cov lus nug tsim nyog los piav thiab txhais cov ntaub ntawv ceev tseg. Tus sawv cev ntawm niam txiv yuav tshawb xyuas thiab txheeb xyuas cov ntaub ntawv ceev tseg los tau.

Txoj cai rau thov pauv tus me nyuam cov ntaub ntawv ceev tseg uas niam txiv los yog tus me nyuam tsim nyog tau txais kev pab ntseeg tau tias tsis raug lawm los yog yuam kev lawm. Cov niam txiv los yog tus me nyuam tsim nyog tau txais kev pab yuav thov kom Sun Prairie Area School District Cheeb Tsam Tsev Kawm Ntawv pauv ib qho hauv cov ntaub ntawv ceev tseg uas lawv ntseeg tias tsis raug los yog yuam kev lawm los tau. Lawv yuav tsum sau ntawv mus rau tsev kawm ntawv tus tuam thawj xib fwb, teev meej meej txog suam ntawm cov ntaub ntawv lawv xav kom pauv, thiab teev meej meej seb yog vim li cas nws thiab tsis raug los yog yuam kev. Yog tias tsoom fvw tsev kawm ntawv txiav txim siab tsis pauv cov ntaub ntawv, tsoom fvw tsev kawm ntawv mam ceeb toom rau niam txiv los yog tus me nyuam tsim nyog tau txais kev pab txog qhov kev txiav txim siab thiab txoj cai mus sib hais txog qhov kev thov kom pauv. Mam muab lwm yam ntaub ntawv hais txog cov txheej txheem mus sib hais los rau niam txiv los yog tus me nyuam tsim nyog tau txais kev pab thaum ceeb toom txog txoj cai mus sib hais ntawd.

Txoj cai rau muab kev tso cai tso tawm tej ntaub ntawv keeb tiv hais txog tus kheej hauv tus me nyuam kawm ntawv cov ntaub ntawv ceev tseg, tsuas yog tsoom nom tswv thiab xeev txoj cai thiab tso cai tau rau tso tawm uas tsis tas tau kev tso cai xwb. Cov kev zam uas tau teev tseg rau hauv Tsab Cai Tswj Tsev Neeg Txoj Cai Hais Txog Kev Kawm Txuj thiab Tus Kheej tshooj 34 CFR 99.31; Tsab Cai Tsi Pub Ib Tug Me Nyuam Poob Qab (NCLB) tshooj 9528, PL107-110; thiab Wisconsin Tsab Cai tshooj 118.125(2)(a) txog (m) thiab sub. (2m). Ib qhov kev zam cia rau tso tawm uas yog tsis tas tau kev tso cai yog cov kev tso tawm rau tsev kawm ntawv cov neeg uas hauj lwm uas muaj kev txaus siab txog kev kawm txuj raws txoj cai. Tsev kawm ntawv ib tug neeg ua hauj lwm yog tus neeg raug ntiav los ntawm tsoom fvw tsev kawm ntawv raws li yog ib tug thawj tswj, ib tug muab kev saib xyuas, ib tug xib fwb, los yog ib tug neeg ua hauj lwm pab (xws li cov neeg ua hauj lwm saib xyuas feem kev noj qab nyob zoo los yog kev mob nkeeg thiab feem tswj fwm kev ruaj ntseg cov neeg ua hauj lwm); ib tug neeg khiav hauj lwm rau tsoom fvw tswj kev kawm; ib tug neeg los yog ib lub tuam txhab uas tsoom fvw tsev kawm ntawv tau cog lus nrog ua tej yam hauj lwm tshwj xeeb ua ke (xws li tus kws lij choj, tus neeg tswj fwm nyiaj txiag, tus neeg muab kev sab laj txog kev mob nkeeg, los yog tus neeg kho mob); los yog ib tug niam txiv los yog ib tug me nyuam kawm ntawv khiav hauj lwm rau hauv ib pab neeg tuav hauj lwm, xws li pab neeg muab kev qhuab qhia los yog pab neeg saib xyuas kev tsis ncaj ncees, los yog muab kev pab lwm tus neeg ua hauj lwm hauv tsev kawm ntawv ua nws tes hauj lwm. Tsev kawm ntawv ib tug neeg ua hauj lwm muaj kev txaus siab raws txoj cai yog tias tus neeg ua hauj lwm ntawd xav txheeb xyuas cov ntaub ntawv ceev tseg kom duav tau nws qhov kev pov plob ua hauj lwm. Nyob ntawm xav tau, tsoom fvw tsev kawm ntawv yuav tso tawm cov ntaub ntawv ceev tseg uas tsis tas tau kev tso cai mus rau cov neeg ua hauj lwm ntawm lwm qhov cheeb tsam tsev kawm ntawv uas tus me nyuam kawm ntawv npaj siab yuav mus sau npe kawm rau hauv. Tsis tas li ntawd, tsoom fvw tsev kawm ntawv yuav tso tawm “cov ntaub ntawv teev txog tus kheej” uas tsis tas tau kev tso cai, ntshe yog niam txiv ho ceeb toom rau tsoom fvw tsev kawm ntawv tias tsis pub tso tawm yog tsis tau niam txiv kev tso cai ua ntej no mas thiab tsis tso tawm xwb.

Txoj cai rau mus teev qhov kev tsis txaus siab rau tom U. S. Feem Kev Kawm Txuj (U. S. Department of Education) hais txog qhov Tsoom Fvw Tsev Kawm Ntawv tsis ua raws tej yam yuav tau ua hauv FERPA. Lub npe thiab chaw nyob ntawm Tsoom Thawj Tswj hauv FERPA yog: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

## DISTRITO ESCOLAR DE SUN PRAIRIE

### AVISO ANUAL DE RECOMENDACIÓN PARA EDUCACIÓN ESPECIAL Y PROCEDIMIENTOS DE EVALUACIÓN

A solicitud, Sun Prairie está obligado a evaluar a un menor para determinar si éste requiere servicios de educación especial. Se conoce como recomendación a una solicitud de evaluación. Cuando el distrito recibe una recomendación, el distrito designará un equipo de Programa Individualizado de Educación (IEP, por sus siglas en inglés) para determinar si el menor tiene una discapacidad, y si el menor necesita servicios de educación especial. El distrito ubica, identifica, y evalúa a todos los menores con discapacidades que son matriculados por sus padres en escuelas privadas (incluyendo religiosas), escuelas primarias y escuelas secundarias localizadas en el distrito escolar.

Un médico, enfermera, psicólogo, trabajador social, o administrador de una institución social quien crea razonablemente que un menor que ha sido llevado al mismo para recibir servicios es un menor con discapacidad, tiene el deber legal de recomendar a este menor, incluso si es un menor sin hogar, al distrito escolar en el cual vive el menor. Antes de recomendar al menor, la persona que hace la recomendación debe informar a sus padres que se hará dicha recomendación.

Otros, incluyendo a los padres, quienes crean razonablemente que algún menor es un menor con discapacidad pueden también recomendar al menor, incluso si es un menor sin hogar, al distrito escolar en el cual vive el menor.

Las recomendaciones deben hacerse por escrito y deben incluir la razón por la cual la persona cree que el menor es un menor con discapacidad. La recomendación debe hacerse contactando a Jennifer Apodaca, Director de Educación Especial, Sun Prairie Area School District, en el 608-834-6520, o escribiéndole a 501 S. Bird St, Sun Prairie, WI 53590.

## DECLARACION ANTIDISCRIMINATORIA

Ningún estudiante deberá de ser discriminado en contra de los programas escolares, actividades o uso de las instalaciones debido a su sexo, color, religión, profesión, creencias o no creencias, raza, nacionalidad, descendencia, credo, embarazo, estado civil, condición de vivienda, orientación sexual o física, discapacidad mental, emocional o de aprendizaje. El acoso es una forma de discriminación y no será tolerada dentro del distrito. Es responsabilidad de la administración, miembros del personal y de los alumnos el asegurar que la discriminación o el acoso no ocurra dentro del distrito. (Política del SPASD- JB)

## SUN PRAIRIE AREA SCHOOL DISTRICT

### CONFIDENCIALIDAD DE INFORMACIÓN DE IDENTIFICACIÓN PERSONAL OBTENIDA MEDIANTE ACTIVIDADES DE INTERVENCIÓN TEMPRANA O “CHILD FIND”

Sun Prairie Area School District requiere ubicar, identificar, y evaluar a todos los menores con discapacidades, incluyendo a menores con discapacidades que asisten a escuelas privadas en el distrito escolar, y menores sin hogar. El proceso de ubicar, identificar y evaluar a menores con discapacidades es conocido como intervención temprana o “child find”. Esta agencia lleva a cabo las siguientes actividades de intervención temprana cada año, El distrito escolar tiene un programa de educación especial de detección para localizar y examinar a todos los niños con incapacidad se sospecha de incapacidad que son residentes del distrito y que no se han graduado de la escuela secundaria. A solicitud del distrito escolar se proyectará un niño residente que no se haya graduado de secundaria para determinar si una referencia de educación especial es el adecuado. La solicitud se puede hacer poniéndose en contacto con Jennifer Apodaca, Director Ejecutivo de Servicios Estudiantiles, Sun Prairie Area School District, en el 608-834-6520, o escribiendo a ella en la calle 501 S. Ave, Sun Prairie, WI 53590.

Anualmente, el distrito lleva a cabo la evaluación del desarrollo de los niños en edad preescolar. Motor de cada niño, la comunicación y habilidades sociales se observan en las áreas de juego diferentes. La información se utiliza para proporcionar a los padres con un perfil de desarrollo actual de sus hijos y ofrecer sugerencias para el seguimiento de las actividades. Los padres aprenden sobre los servicios comunitarios disponibles para ellos. La información de proyección también se utiliza para determinar si un niño debe ser evaluado donde hay sospecha de incapacidad. Cuando el personal de la escuela crea razonablemente que un niño es un niño con una incapacidad, se refieren al niño para la evaluación de un programa del distrito escolar de Educación Individualizada (IEP). Esté atento a las fechas de su escuela local o el contacto con Sally Drenoske al 834-6574.

Este aviso informa a los padres de los registros que el distrito escolar creará y mantendrá como parte de sus actividades de intervención temprana. Este aviso también informa a los padres de sus derechos sobre cualquier registro creado.

El distrito escolar reúne información de identificación personal de cualquier menor que participa en las actividades de intervención temprana. Los padres, maestros, y otros profesionales proporcionan información a la escuela en relación al desempeño académico, conducta y salud del menor. Esta información es usada para determinar si el menor necesita servicios especiales de educación. La información de identificación personal directamente relacionada con el menor y mantenida por la escuela es un registro de alumno. Los registros de alumno incluyen datos mantenidos en cualquier medio incluyendo, entre otros, medios de almacenamiento informáticos, cintas de video y audio, película, microfilm, y microficha. Los registros mantenidos para uso personal por un maestro y que no se encuentran disponibles para otros y los registros disponibles sólo para las personas involucradas en el tratamiento psicológico de un menor no son registros de alumno.

El distrito escolar mantiene diferentes clases de registros de alumno.

Los "Registros de Progreso" incluyen notas, clases que el menor ha tomado, el registro de asistencia del menor, registros de vacunaciones, registros obligatorios de detección de plomo, y registros de actividades extracurriculares de la escuela.

Los registros de progreso deben ser mantenidos por lo menos cinco años después que el menor deje de matricularse.

Los "Registros de Conducta" incluyen registros como pruebas psicológicas, evaluaciones de personalidad, registros de conversaciones, declaraciones escritas relacionadas específicamente con la conducta del menor, pruebas relacionadas específicamente al logro o medición de la capacidad, registros de salud física aparte de registros de vacunación y detección de plomo, registros de agentes del orden público, y otros registros de estudiante que no sean “registros de progreso.” Los registros de agentes del orden público se mantienen separadamente de otros registros del alumno. Los registros de conducta pueden ser mantenidos por un lapso no mayor de un año después de la graduación del menor o después que el mismo deje de matricularse, a menos que el padre especifique por escrito que los registros pueden ser mantenidos por un periodo de tiempo mayor. El distrito escolar informa a los padres cuando los registros de alumno ya no son necesarios para proporcionar educación especial. A solicitud de los padres del menor, el distrito escolar destruye la información que ya no es necesaria.

Los "datos de directorio" incluyen el nombre del estudiante, dirección, teléfono listado, fecha y lugar de nacimiento, campo principal de estudios, participación en actividades y deportes oficialmente reconocidos, peso y altura de los miembros de los equipos atléticos, fechas de asistencia, fotografías, grados y premios recibidos, y el nombre de la escuela más reciente a la que haya asistido previamente el estudiante.

Los "registros de salud física del estudiante" incluyen información básica de salud sobre un alumno, incluyendo los registros de vacunación del alumno, una tarjeta de emergencia médica, un registro de primeros auxilios y medicina administrada al alumno, y una tarjeta de permiso atlético, un registro sobre la capacidad del alumno de participar en un programa de educación, cualquier registro obligatorio de detección de plomo, los resultados de cualquier prueba de detección de rutina, como una prueba de audición, visión o escoliosis, y cualquier seguimiento a dicha prueba, y cualquier otra información básica de salud, como sea determinado por el superintendente del estado. Cualquier registro del alumno relacionado con la salud física del mismo que no sea un registro de salud física del alumno es tratado como un registro de cuidado de salud del paciente según las secciones 146.81 a 146.84, de los Estatutos de Wisconsin. Cualquier registro del alumno sobre prueba de VIH es tratado como se proporciona en la sección 252.15, de los Estatutos de Wisconsin.

La Ley de Derechos Educativos de la Familia y la Confidencialidad (FERPA, por sus siglas en inglés), la Ley de Educación para Individuos con Discapacidades (IDEA), y la sección 118.125, de los Estatutos de Wisconsin, proporcionan a los padres y a los estudiantes mayores de 18 años ("estudiantes aptos") los siguientes derechos respecto a sus registros de educación: El derecho a inspeccionar y revisar los registros de educación del estudiante dentro de los 45 días posteriores a la recepción de la solicitud. Los padres o los estudiantes aptos deben enviar al director de la escuela [or appropriate school official] una solicitud escrita que identifique el(los) registro(s) que ellos desean inspeccionar. El director puede hacer arreglos para el acceso y notificar al padre o al estudiante apto sobre el momento y lugar donde los registros pueden ser inspeccionados. El distrito escolar cumplirá con la solicitud sin retrasos innecesarios y antes de cualquier reunión sobre un programa educativo individualizado, o cualquier proceso de audiencia pendiente, y de ninguna manera después de cumplirse los 45 días posteriores a la fecha de la solicitud. Si cualquier registro incluye información sobre más de un menor, los padres de dichos menores tienen derecho a inspeccionar y revisar sólo la información sobre su niño o a ser notificados sobre esa información específica. A solicitud, el distrito escolar entregará al padre o al estudiante apto una copia de los registros de progreso y una copia de los registros de conducta. A solicitud, el distrito escolar entregará al padre o al estudiante apto una lista de los tipos y la ubicación de los registros de educación recolectados, mantenidos, o usados por el distrito para educación especial. El distrito escolar responderá a las solicitudes razonables de explicaciones e interpretación de los registros. Un representante del padre puede inspeccionar y revisar los registros.

El derecho a solicitar la enmienda de los registros de educación que el padre o estudiante apto crea que son incorrectos o engañosos. Los padres o estudiantes aptos pueden pedir que el distrito escolar de Sun Prairie corrija un registro que según ellos es incorrecto o engañoso. Ellos deben escribir al director de la escuela, y claramente identificar la parte del registro que desean cambiar, y especificar por qué es incorrecta o engañosa. Si el distrito decide no corregir el registro, el distrito notificará al padre o al estudiante apto de la decisión y el derecho a una audiencia sobre la solicitud de enmienda. Información adicional sobre los procedimientos de audiencia será proporcionada al padre o al estudiante apto cuando se le notifique del derecho a una audiencia.

El derecho a consentir la divulgación de la información de identificación personal en los registros de educación del estudiante, salvo en la medida que las leyes federal y estatal autoricen la divulgación sin consentimiento. Las excepciones están indicadas en 34 CFR 99.31, reglamentos de la Ley de Derechos Educativos de la Familia y la Confidencialidad; Sec. 9528, PL107-110, Ley Que Ningún Niño Se quede Atrás – o "No Child Left Behind" del 2001; y la sección 118.125(2)(a) a (m) y sub. (2m), de los Estatutos de Wisconsin. Una excepción que permite la divulgación sin consentimiento es la divulgación a los funcionarios de la escuela con intereses legítimamente educativos. Un funcionario de la escuela es una persona empleada por el distrito como un administrador, supervisor, instructor, o miembro de apoyo del equipo (incluyendo equipo médico o de salud y personal de la unidad de orden público); una persona miembro de la junta directiva de la escuela; una persona o compañía la cual ha sido contratada por el distrito para realizar una tarea especial (como por ejemplo un abogado, auditor, consultor médico, o terapeuta); o un padre o estudiante miembro de un comité oficial, como por ejemplo un comité disciplinario o de agravios, o que ayuda a otro funcionario de la escuela a desarrollar sus labores. Un funcionario de la escuela tiene un interés legítimamente educativo si éste necesita revisar un registro educativo para cumplir con su responsabilidad profesional. A solicitud, el distrito divulga los registros educativos sin consentimiento a los funcionarios de otro distrito escolar en el cual un estudiante busca o pretende matricularse. También, el distrito divulga "datos de directorio" sin consentimiento, a no ser que el padre notifique al distrito que estos no pueden ser divulgados sin previo permiso de los padres.

El derecho a presentar una queja con el Departamento de Educación de los E.U. sobre presuntas fallas del distrito en el cumplimiento de la Ley FERPA. El nombre y dirección de la Oficina que administra la Ley de Derechos Educativos de la Familia y la Confidencialidad o FERPA es: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.