



Book	Policy Manual
Section	300 Series: Instruction
Title	Student Records
Code	347 Student Records
Status	Active
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Student records shall be maintained in the interest of the student to assist school personnel in providing appropriate educational experiences for each student in the District.

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

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

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

Legal References

Wisconsin Statutes

Section 19.65	[rules of conduct; employee training; and security regarding personally-identifiable information]
Section 48.396	[law enforcement officer records]
Section 115.812(2)	[reporting information regarding specified students with disabilities to appropriate county departments]
Section 118.125	[state student records law; policies required]
Section 118.126	[privileged communications related to student alcohol and drug use]
Section 118.127	[law enforcement agency record information]
Section 118.51(8)	[full-time open enrollment; disciplinary records]
Section 118.52(10)	[part-time open enrollment; disciplinary records]
Section 146.82	[confidentiality of patient health care records]
Section 146.83	[access to patient health care records]
Section 252.15	[access to HIV test results]
Section 767.41(7)	[custody and physical placement; parent access to records]
Section 938.396	[access to records; law enforcement and court records]
Section 950.08(2w)	[information provided by district attorney to schools in criminal cases]

Federal Laws

Family Educational Rights and Privacy Act	[federal student records law]
34 C.F.R. part 99	[U.S. Department of Education FERPA regulations]
34 C.F.R. part 300, subpart	[U.S. Department of Education IDEA regulations; confidentiality and maintenance of

[E](#) records]
Elementary and Secondary [military access to student information]
Education Act ([20 U.S.C. §
7908](#))
[National School Lunch
Program](#) [heightened privacy rules for students' eligibility status and other NSLP records]

Cross Reference

WASB PRG 347 Sample Policy 1