

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE PROCEDURE 9.02
PUBLIC'S RIGHT TO KNOW**

- (1) All of the following public records kept by the Milwaukee Public Schools shall be made accessible to the public:
- (a) reports on approved research conducted in the school system;
 - (b) copies of state and federal reports which are of an aggregate nature;
 - (c) all documents submitted to public meetings of the Board;
 - (d) minutes of such meetings; and
 - (e) all other documents so indicated by the Superintendent.
- (2) All documents not included, and those enumerated under the Children's Code, are not accessible to the public, subject to the following exceptions:
- (a) All present, past, or potential students and employees (or their legal representatives) of the Milwaukee Public Schools have access to records held on them by the Milwaukee Public Schools. Such access is limited by the following qualifications:
 - 1. All examination of records is to be done in the presence of a school official.
 - 2. The information sought must be specified to a reasonable degree of certainty so as to permit the identification of same.
 - 3. Information is to be presented to the requester in a form commonly used by school officials.
 - 4. Duplicating and processing expenses are to be assumed by the requester.
 - 5. Any contractual constraints agreed to jointly by the Board and its employee organizations should at first instance be complied with as an agreement between parties, and such records be produced only by court order.
 - (b) All school officials, including teachers, have access to student records when such access is pursuant to the official's legitimate educational interests.
 - (c) Records not previously identified in the first paragraph of this regulation are open to individuals and organizations that have obtained prior consent from the individuals to whom the records pertain. The necessary type of consent is determined by the school research official. The types of consent are:
 - 1. Individual Consent. An individual, his/her parent or legal guardian, or his/her legal representative has given written consent to another specified individual or organization for the latter to examine specific records in the former's school file.
 - 2. Categorical Consent. An individual, his/her parent or legal guardian, or his/her legal representative has indicated on a form that certain types of information about him/her may be released to certain types of requesters.
 - 3. Representational Consent. The school public official in his/her capacity as a public official may authorize the use of data pertaining to members of the school system in a manner which is necessary to conduct the organization's business.
 - (d) All requests for information, including requests made by Board members, which require substantial preparation cost and considerable use of staff time shall be approved by the Board or a committee of the Board.
 - (e) Original official records shall not be removed from the Central Services building except by court order.
- (3) School officials will organize a documents library in order to expedite requests for public documents.

History: Approved 6-6-72; Revised 8-1-78
Cross Ref.: Admin. Policy 2.15 Research and Survey Proposals
6.31: Professional Research Activities — Certificated Staff
9.02 Public's Right to Know

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