The School Board recognizes the need for and importance of 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 applicable laws require or permit the release of records without such prior approval.

The confidentiality of record information required by applicable law, this policy, and related District procedures shall extend to both the actual record(s) and to verbal exchanges regarding the content of student records or any other confidential records that contain personally-identifiable information related to a student.

The District Administrator or designee shall have primary responsibility for ensuring that District employees and other school officials who are authorized to create, collect, maintain, use, provide access to, or destroy student records understand their duties and responsibilities as defined by applicable law, Board policy, and District procedures (including the specific confidentiality and maintenance requirements applicable to various categories of student records and other personally-identifiable records concerning students).

The District Administrator or designee shall be responsible for coordinating and implementing reasonable procedures intended to ensure that school district employees and other authorized school officials obtain access to only those education records in which they have a legitimate educational interest. Particularly where physical or technological access controls are not used, the administration shall periodically monitor the extent to which training, directives, and other procedures are serving as an effective means of maintaining the confidentiality of student records.

After providing an initial copy of any student record to a parent, guardian, or student at no cost, the District may charge a reasonable fee for subsequent copying and/or mailing of the same student record(s). The District shall not charge parents, guardians, or students for any costs associated with locating or retrieving the student's records. In situations where payment of any fees would effectively prevent a parent, guardian, or student from exercising their rights to inspect and review the student's records, any such fees shall be waived upon approval by the District Administrator or an administrative designee. Aside from fee waivers authorized by Board policy, any copying or postage fees that are established shall be applied consistently.

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 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	[full-time open enrollment; disciplinary and special education records]
Section 118.52(10)	[course options; disciplinary records]

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

Cross References: Replaces Policy #JO
#347 Rule – Procedures for the Maintenance and Confidentiality of Student Records
#347 Exhibit A – Student Records Notice
#347 Exhibit B – Data Directory Release Form

Adoption Date: March 19, 2014

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