

Policy #: 347
SCHOOL DISTRICT OF WEBSTER
Date Adopted: December 17, 2018
Date Revised: December 19, 2022
Policy Title: Student Records

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 and special education 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

20 U.S.C. §1232(g)	[Family Educational Rights and Privacy Act, the federal student records law]
34 C.F.R. part 99	[U.S. Department of Education FERPA regulations]
34 C.F.R. part 300, subpart F	[U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]
20 U.S.C. §7908	[providing high school students' contact information to military recruiters and institutions of higher education]
10 U.S.C. §503(c)	[providing high school students' contact information to military recruiters]
42 U.S.C. §1758(b)(6)	[heightened privacy rules for students' eligibility status and other National School Lunch Program records; see also 7 C.F.R. §245.6]