

## INSTRUCTIONAL SERIES

Series 300

Policy Title . . . STUDENT DIRECTORY DATA

Code No. 347.1

Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences. Such records shall be accumulated, maintained, released, transferred and destroyed by the building principal or his/her qualified designee in accordance with state and federal laws. Only those individuals or agencies specifically authorized by state and federal law shall be granted access to a student's records. Exceptions shall only be made when the student's parent/guardian, or an adult, student, grants permission.

An adult student, or the parent(s)/guardian(s) of a minor student, may inspect student records kept by the school in accordance with Board of Education policy and established procedures and may challenge the content if he/she believes the records are inaccurate or misleading. Copies of the Board's student records policy and procedures are available upon request at the:

Burlington Area School District  
100 North Kane Street  
Burlington, WI 53105  
Regular office hours are: 7:30 a.m. - 4:00 p.m.

Complaints regarding the content of student records may be made to building principal, who shall make arrangements for a hearing to review the challenged record(s). If the complainant is not satisfied with the hearing officer's decision regarding the challenged record(s), he/she may file a complaint with the District Administrator.

Further, the Burlington Area School District Board of Education has designated the following student record information as directory data: student's name, 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 attended by the student.

Directory data as defined by the Burlington Area School District Board of Education does not include the address or phone number of the student, the parent or guardian's address and phone number. Therefore, this information will not be released as directory information in any form.

This information may be disclosed to any person UNLESS the adult student, or the parent or guardian of a minor student, informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent or guardian. Refusal of such release shall be made to the school no later than two weeks after the opening of school, or date of enrollment.

Date of Adoption:  
August 14, 1978  
Amended:  
August 14, 2000  
Reviewed:  
August 14, 2008