

INSTRUCTION

Series 300

Policy Title . . . STUDENT RECORDS

Code No. 347

The Superintendent of Schools assisted by the professional staff shall develop a system of maintaining and preserving the educational records of the students in the school system.

This system shall include progress and behavioral records on each student, subject to the terms and conditions of state and federal statutes.

Date of Adoption:
June 14, 1976
Reviewed:
January 14, 2008

Legal Reference: Code of WI
Section 118.125, 118.126,
18.127, 938.396
FERPA NCLB

INSTRUCTIONAL SERIES 300

Series 300

ADMINISTRATIVE REGULATIONS

Policy Title . . . STUDENT RECORDS

Code No. R-347

1. General – Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences.
2. Content – Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel, who are not available to others, and records necessary for and available only to persons involved in psychological treatment of a student.
 - Progress records maintained by the school include a statement of courses taken by the student, the student's grade, the student's extracurricular activities and the student's attendance record.
 - Behavioral records maintained by the school include all student records other than progress records and may include items as: standardized achievement tests, psychological tests, physical health records, teacher evaluations other than grades and statements relating to individual student behavior.
3. Confidentiality – All student records are confidential, with the following exceptions:
 - a. A pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown and provided with a copy of the pupil's progress records.
 - b. An adult pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the pupil's behavioral records. Such pupil or parent or guardian shall, upon request, be provided with a copy of the behavioral records.
 - c. The judge of any court of this state or of the United States shall, upon request, be provided by the school district clerk with a copy of all progress records of a pupil who is the subject of any proceeding in such court.
 - d. Pupil records may be made available to persons employed in the school which the pupil attends who are required by the Department of Public Instruction under S.115.28 (7) to hold a certificate, license or permit.
 - e. Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, the school shall make available to the person named in the permission form the pupil's progress records or such portions of his behavioral records as determined by the person authorizing the release.
 - f. Pupil records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness' credibility.
 - g. The School Board may provide the Department of Public Instruction or any public officer with any information required under Chapters 115 to 121.

Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the multi-disciplinary team under Ch. 115 of the Statutes.

The building principal shall have primary responsibility for maintaining confidentiality of all student records kept at that school. All requests for inspection or for transfer to another school or school district should be directed to the building principal or his qualified designee, who will then determine whether inspection or transfer is permitted under this policy. The building principal or his qualified designee shall be present to interpret behavioral records when inspection is made under paragraph (3) (b).

4. Maintenance and Destruction of Records

While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school.

- a. All behavioral records will be destroyed one year after the date the student graduated from or last attended the school.*

5. Transfer of Records

Student records relating to a specific student shall be transferred to another school or school district within 5 working days upon receipt of written notice from an adult student or the parent or guardian of a minor student that the student intends to enroll in the other school or school district, or upon written notice from the other school or school district that the student has enrolled, or from a court that the pupil has been placed in a juvenile correctional facility. A copy of the student's records shall be maintained in the sending school's record file.

6. It shall be the responsibility of the building principal or his/her designee, to enforce the 1974 Family Educational Rights and Privacy Act. They shall maintain emergency phone numbers on each student's enrollment card for a parent or designated person in the absence of the parent. Both parents in single parent families shall have access to a student's progress records unless denied by court order.

*For the purpose of this policy the definition of school shall be the vertical grade level configuration of K-4, 5-8, and 9-12. While this configuration may exist in one or more buildings, the program of student and curriculum is a vertical arrangement that requires extensive coordination between the grade levels. Therefore, the 5-8 levels behavioral records will be destroyed when students graduate or one year after attending Karcher Middle School.

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Legal Reference: Code of WI
Section 118.125 (2) (4)
Family Educational Rights and
Privacy Act of 1974

INSTRUCTIONAL SERIES 300

Series 300

ADMINISTRATIVE PROCEDURE TITLE . . . STUDENT RECORDS

Code No. R-347

Student records are maintained to assist the school in providing appropriate educational experiences and official information on family and past educational achievements.

1. Make certain enrollment data is entered and cumulative folder are prepared for each new enrollee.
2. If the student is previously enrolled in another school, request the records.
3. Do not accept grade cards as official documents unless they are documented by a transcript.
4. Records must be kept of courses taken or attempted, grades and or credits earned, clubs or activities in which he or she participated, and attendance. These are essential and may be reviewed by parent or student upon request.
5. Behavioral records which may vary from student to student but must be preserved include all other items not labeled as progress such as standardized tests, psychological tests, health records, teacher comments or progress reports. All reports which require the special expertise of a professional to interpret should be held confidential until the professional can be scheduled to review and interpret.
6. Records should transfer from elementary to Dr. Edward G. Dyer School, to Nettie E. Karcher School to Burlington High School with the student's progress; however, each building should maintain a file of all present and former students for possible need to verify attendance or in the event of fire or lost records.
7. An official order by a court shall give cause to release confidential student records.
8. A professional staff member may examine student records.
9. The State Department may request confidential student records.
10. A formal release containing the parent, guardian or student's signature where dealing with one who has reached majority, when presented to the building administrator will be sufficient cause to release records.
11. Both parents in single parent families shall have access to a student's records unless specifically denied by a court order.