

STUDENT RECORDS

Student records shall be maintained in the School District of Bayfield to assist school personnel in providing appropriate educational experiences for each student in the District.

The 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 parent or 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 procedures. All persons collecting or using student records shall be trained annually by building principals in confidentiality policies and procedures.

LEGAL REF.:       Sections       48.396(2m) Wisconsin Statutes  
  115.85(4)  
  118.125  
  118.126  
  118.127  
  146.025  
  146.81 – 146.83  
  Chapter 19, Subchapter IV  
  Family Educational Rights and Privacy Act (20 U.S.C  
  Section 1232g, 45 C.F.R. Sec. 99)

CROSS REF.:       347-Rule, Guidelines for Maintenance and Confidentiality  
  Of Student Records  
  Exceptional Educational Needs Handbook

APPROVED:       September 13, 1993