

## **STUDENT RECORDS**

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

The Board of Education 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, guardian or adult student, except in situations where legal requirements specify release of records without such prior approval.

The Superintendent shall have the primary responsibility for the collection, maintenance, and dissemination of student records in accordance with state and federal laws.

References:           Wisconsin Statutes 115.85(4), 118.125, 118.126,  
118.127, 118.51, 118.52, 146.81-146.83, 252.15,  
767.24(7), 938.396  
  
Family Educational Rights and Privacy Act (20 U.S.C.  
Section 1232 g, 45 C.F.R. Sec. 99)

Cross References: Procedure 347 - Guidelines for the Maintenance and  
Confidentiality of Student Records; Policy 823 - Access  
to Public Records

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**REVIEWED:** January 4, 2006

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Confirmed by: \_\_\_\_\_, President

\_\_\_\_\_, Clerk