

STUDENT RECORDS

Parents must annually be given notice of their rights under federal Family Educational Rights and Privacy Act (FERPA) and its rules.

Under Wisconsin's pupil records law, school districts may disclose directory data with respect to each pupil to any person, provided the school has notified each pupil's parent or guardian and given the parent or guardian a reasonable time to inform the school that all or part of the directory data may not be released (118.125 (2)(j)).

- 1.) a. Directory data includes but is not limited to, student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency or school attended.
- b. Parents have the right to refuse to allow the school district to release directory data.
- c. Parents have 14 days from the publication of this notice to notify the school district that no directory data may be released

- 2.) a. Progress and Behavioral Records includes grades, psychological tests, tests relating specifically to ability or achievement, grades, immunization records, etc.
- b. Progress and behavioral records are disclosed to a third party provided the disclosure was consented to by the parents, or the child if the child is over 18. The consent must:
 1. Be in writing and signed.
 2. Specify the records that may be disclosed.
 3. State the purpose of the disclosure.
 4. Identify the person(s) to whom the records may be disclosed.
 The above disclosure procedure also applies to all Patient Health Care Records and Pupil Physical Health records.

Access to Student Educational Records

1. Parents and students over 18 years of age have the right to inspect and review records as outlined below.
2. Any school officials, including teachers, that have a legitimate educational interest may receive educational records without consent.

3. Government agencies, such as the Department of Education or the Wisconsin Department of Public Instruction, and/or the juvenile justice system may receive educational records without consent.
4. If the student seeks or intends to enroll in another school district the educational records may be disclosed without consent.

Under the Family Educational Records Privacy Act, school officials must give full rights to either parent unless school officials are provided evidence that there is a state law, court order, or legally binding document relating to matters such as divorce, separation, or custody that specifically revokes these rights.

All questions regarding records are to be referred to: District Administrator, Merton Community School District, P.O. Box 15, Merton, WI 53056.

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Adopted: October 20, 1997

Reviewed: June 28, 1999

Reviewed:

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