

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

The School 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 student's parent or guardian or the adult student, except in situations where legal requirements specify release of records without such prior approval.

On request, The District may disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the Dept. of Children and Families, a county department under sections 46.215, 46.22 or 46.23 of the state statutes, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or representative is authorized by the above mentioned organization to access the student's case plan.

Building principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established District procedures.

Student record notices shall be published annually in accordance with state and federal law.

### Legal References:

#### Wisconsin Statutes

<a href="#">Section 19.65</a>	[rules of conduct; employee training; and security regarding personally-identifiable information]
<a href="#">Section 48.396</a>	[law enforcement officer records]
<a href="#">Section 118.125</a>	[state student records law; policies required]
<a href="#">Section 118.126</a>	[privileged communications related to student alcohol and drug use]
<a href="#">Section 118.127</a>	[law enforcement agency record information]
<a href="#">Section 118.51(8)</a>	[full-time open enrollment; disciplinary records]
<a href="#">Section 118.52(10)</a>	[course options; disciplinary records]
<a href="#">Section 146.82</a>	[confidentiality of patient health care records]
<a href="#">Section 146.83</a>	[access to patient health care records]
<a href="#">Section 252.15</a>	[access to HIV test results]
<a href="#">Section 767.41(7)</a>	[custody and physical placement; parent access to records]
<a href="#">Section 938.396</a>	[access to records; law enforcement and court records]
<a href="#">Section 950.08(2w)</a>	[information provided by district attorney to schools in criminal cases]

### Cross References:

**Adoption Date:** 10/24/2016