

**Policy Number:**

**347**

**Title:**

**Student Records**

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.

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.

LEG REF: Wisconsin Statutes Sections §19.65, §48.396, §115.812(2), §118.125, §118.126, §118.127, §118.51(8), §118.52(10), §146.82, §146.83, §252.15, § 767.41(7), §938.396, §950.08(2w)

Federal Laws 20 U.S.C. §1232(g), 34 C.F.R. part 99, 34 C.F.R. part 300, subpart F, 20 U.S.C. §7908, 10 U.S.C. §503(c), 42 U.S.C. §1758(b)(6), 7 C.F.R. §245.6]

Policy Adopted: February 15, 2023