

# **“Notes From School”**

## **CHILD FIND and PUPIL RECORDS**

The School District of Mondovi is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as Child Find. The District will conduct Child Development Days in late March as its Child Find activity this year. This notice informs parents of the records the school district will develop and maintain as part of its Child Find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in Child Development Day. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records, in the following categories:

- Progress records
- Behavioral records
- Directory data
- Pupil physical health records

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age the following rights with respect to education records:

- The right to inspect and review the student's education records within 45 days of receipt of the request.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA