

SCHOOL DISTRICT OF WAUZKA-STEUBEN

NOTICE OF STUDENT RECORDS

(To be published annually and placed in the Student Handbook(s))

The School District of Wauzeka-Steuben maintains student records for each student attending school in the District. State and federal laws require that the maintenance of such records assure confidentiality. Adult students or the parent(s)/legal guardian(s) of a minor student, have the right to inspect, review, obtain copies and seek amendments to the student's school record upon request in accordance with the School District of Wauzeka-Steuben Board of Education policy. Requests should be made directly to the District Administrator. The District Administrator will respond to such requests without unnecessary delay and in no case more than five (5) business days after the request is made. Copies of the District's student records policy are available upon request to:

School District of Wauzeka-Steuben
301 E. Main Street
Wauzeka, WI 53826

An adult student or the parent(s)/legal guardian(s) of a minor student have the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records.

The District may transfer a student's records to another school or school district without consent upon request in accordance with state law, and the District may provide personally-identifiable information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals.

Further, the School District of Wauzeka-Steuben Board of Education has designated the following student record information as directory information: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, dates of attendance at Wauzeka-Steuben, photographs, degrees and awards received, and the name of the most recently previous educational agency or institution attended by the student.

This directory information shall be considered public information and may be released for any purpose unless the parent(s)/legal guardian(s) or adult student informs the school that all or any part of the directory data may not be released without the prior consent of the parent(s)/legal guardian(s) or adult student. Once a "Request to Withhold Directory Information" form is completed, that document shall stay in effect until changed by the parent(s)/legal guardian(s) or adult student.

The district will not release directory data earlier than 14 business days after the initial notice to the parent(s)/legal guardian(s) or adult student, or after the District has been restricted from doing so by any of those parties. The District will comply with a legitimate request for access to directory information in a timely manner but not more than forty-five (45) business days after receiving the request. The requestor will be charged no less than \$25 and no more than the actual cost of producing the records if that cost exceeds \$25. The principal shall determine the actual cost. The District Administrator has the right to waive the cost of producing the records when s/he feels it is necessary or appropriate.

The District may disclose directory information on former students without student or parent/legal guardian consent, unless the adult student has provided a written request for any or all records to be withheld.

Adoption Date: 12/15/2014

Date Revised: 4/17/2017

Date Reviewed: