

STUDENT RECORDS

347

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

The 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 parent or 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 procedures. All persons collecting or using student records shall be trained annually by building principals in confidentiality policies and procedures.

LEGAL REF.: Sections 46.215 Wisconsin Statutes

48.355

48.396(2m)

115.28

115.85(4)

118.125

118.126

118.127

146.025

146.81-146.83

252.15

34CFR 300.562

Chapter 19, Subchapter IV

Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 45 C.F.R. Sec. 99)

*CROSS REF.: 347-Rule, Guidelines for Maintenance and Confidentiality of Student Records
Exceptional Educational Needs Handbook*

Approval: 01/19/98