

Approved: November 12, 2001

347-Exhibit

Revised: June 14, 2004

Reviewed: October 11, 2004

STUDENT RECORDS NOTICE

The Evansville School District maintains student records for each student attending school in the District. These records include: (1) **student progress records** – courses taken, grades, attendance, immunizations, extracurricular activities, (2) **student behavioral records** – standardized achievement tests, psychological tests, personality evaluations, records of conversations, written statements relating to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than immunizations, law enforcement records obtained by the District and other student records which are not progress records, and (3) **directory information** – includes a student's name, address, telephone listing, date and place of birth, major field of study, year of graduation, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and name of school most recently previously attended by the student.

State and federal laws require that the maintenance of student records assure confidentiality. Accordingly, the following shall apply in the District:

1. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures. The District will respond to such requests without unnecessary delay. Copies of the District's student records procedures are available upon request at the Evansville School District Office, 340 Fair Street, Evansville, WI 53536, 608/882-5224, between the regular hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.
2. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to request the amendment of the student's school records if s/he believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above.
3. An adult student, or the parent(s)/guardian(s) of a minor student, has 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 that permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate

educational or safety interest” if the official needs to review a student record in order to fulfill his/her professional or District responsibility. The District will only release those portions of a student’s records for which a legitimate interest exists.

The District shall transfer a student’s records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

4. Directory information may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. Written refusal of such release must be made to the students records clerk in the District Office no later than two weeks (14 days) after the publication of this annual notice or enrollment in the District, whichever is later. If no refusal is received, the District assumes there are no objections to the release of this directory information. If a refusal is received, however, this directory information will not be disclosed except with the consent of a parent, legal guardian, guardian ad litem or adult student, or as otherwise allowed by state and federal laws.
5. Complaints regarding the content of student records may be made to the appropriate building principal. If the complainant is not satisfied with the District’s decision regarding the challenged records, or if there are other complaints concerning the District’s failure to comply with Family Educational Rights and Privacy Act (FERPA). An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal FERPA requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Secondary School Students

A secondary school student or the parent/guardian of the student may request that the student’s name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. Parent(s) or guardian(s) of a minor student must notify Student Services in the District Office within two weeks of the start of the school year. This notification will be in effect for the remainder of the student’s secondary school enrollment. The District shall comply with such requests.

Unless access to such information has been restricted by the secondary school student or the student’s parent(s) as outlined above, the District shall provide access to secondary school students’ names, addresses and telephone listings, on request made by military recruiters or an institution of higher education. The District shall also provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

Fees

Directory information requests will be charged a fee based on our Open Records Policy and Procedures for Access to Public Records.

Local Ref.: Policy #823-Open Records Policy and Procedures for Access to Public Records