

## STUDENT RECORD POLICY

The School District of Frederic, WI, has established a policy on student records consistent with the Family Education Rights and Privacy Act, 1974. A copy of the policy is available at the school office. After reviewing records, parents and adult students who have reason to believe that the School District of Frederic is not complying with federal student records law may file a complaint with the district administrators.

1. Behavioral Records - "Behavior Records" means those pupil records which include psychological test, personality evaluations, records of conversations, any written statement relating specifically to achievement or measurement of ability, the pupil's physical records other than his immunization records, and any other pupil records that are not progress records. A.C.T. and S.A.T tests are considered Behavior Records. No behavioral records may be maintained for more than one year after the pupil ceases to be enrolled in the school, unless the pupil specifies in writing that his/her behavioral records may be maintained for a longer period.
2. Progress Records - "Progress Records" include student's name, pupil's grades, a statement of courses taken, date and place of birth, home address and telephone number, and attendance data including date of entrance to school, days absent, date of graduation, immunization records, transfer, withdrawal, and name of school to which students transferred. All progress records will be maintained a minimum of five years after the student graduates or last attends school.
3. Confidentiality - All student records are confidential, with the following exceptions: A pupil, or the parent or guardian of a minor pupil, shall upon request, be shown and provided with a copy of the pupil's progress records. An adult pupil, or the parent or guardian of a minor pupil, shall, upon request be shown, in the presence of a person qualified to explain and interpret the records, the pupil's behavioral records. Such pupil or parent or guardian shall, upon request, be provided with a copy of the behavioral records. The school district clerk shall upon request, provide the judge of any court of this state or of the United States a copy of all progress records of a pupil who is the subject of any proceedings in such court.  
Pupil records may be made available to persons employed in the school, which the pupil attends, who are required by the Department of Public Instruction under s. 115.28 (7) to hold a certificate, license or permit.

Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, the school shall make available to the person named in the permission form the pupil's progress records or such portions of his behavioral records as determined by the person authorizing the release.

Pupil records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency.

The school board may provide the Department of Public Instruction or any public officer with any information required under chapters 115 to 121.

Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the multi-disciplinary team under chapter 115 of the statutes.

4. **Transfer of Records.** Student records relating to a specific student shall be transferred to another school or school district upon receipt of written notice from the other school or school district that the student has enrolled. The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at that school. All requests for inspection or for transfer to another school or school district should be directed to the building principal or his qualified designee, who will then determine whether inspection or transfer is permitted under this policy. The building principal or his qualified designee shall be present to interpret behavioral records when inspection is made under paragraph 3. (b).