School District of Lodi

STUDENT RECORDS

No. 347
(A) 3-10-97
(R) 11-9-98
(R) 1-12-15

Student records shall be maintained in the School District 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 notification or prior written approval of the parent or adult student, except in situations where legal requirements specify release of records without such notification or 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 student established procedures. All persons collecting or using student records shall be trained in confidentiality policies and procedures.

For purposes of Board policy and its implementing guidelines, student records will include data kept in any form regarding students. Confidentiality provisions shall apply to information maintained in record form and oral exchanges regarding the contents of such record information.

LEGAL REF.: Sections 48.396(2m) Wisconsin Statutes
115.85(4)
118.125
118.126
118.127
118.51
118.52
146.81 - 146.84
252.15
767.27(7)
938.396
Chapter 19, Subchapter IV
Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 45 C.F.R. Sec. 99)

CROSS REF: Guidelines/Procedures for the Maintenance, Confidentiality and Permission to Obtain and Release Information/Form