

Student records shall include all records relating to an individual student maintained by the District, but not including notes or records maintained for personal use by a teacher or other certified personnel if such records and notes are not available to others, or any records available only to persons involved in the psychological treatment of a student.

Student records are maintained to assist students, their parents/guardians and the District in achieving their educational goals. Such records shall be accumulated, maintained, released, transferred and destroyed by the building principal or his/her qualified designee in accordance with state and federal laws. Only those individuals or agencies specifically authorized by state and federal law shall be granted access to a student's records. Exceptions shall only be made when the student's parent/guardian, or an adult student grants permission, in writing.

An adult student, or the parent(s)/guardian(s) of a minor student, may inspect student records kept by the school in accordance with Board policy and established procedures and may challenge the content if he/she believes the records are inaccurate or misleading. Copies of the Board's student records policy and procedures are available upon request at the:

Tri-County Area School District Administration Office, 227 West Street, Plainfield  
WI 54966 Regular office hours are: 7:00 a.m. — 3:30 p.m.

Complaints regarding the content of student records may be made to the building principal, who shall review the challenged record(s). If the complainant is not satisfied with the results of the review, he/she may appeal to the District Administrator. The complainant may also file a complaint with the Family Policy Compliance Office of the United States Department of Education.

Further, the Tri-County Area School District has designated the following record information as directory data (including electronically transmitted data):

Student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weights and heights of athletic team members, major field of study, dates of attendance, photographs (**e.g. newspaper articles, district newsletter, district website, sports programs**), degrees and awards received and the name of the school most recently previously attended by the student.

This information may be disclosed to any person **unless** the adult student, or the parent or

guardian 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 or guardian. Parents/guardians have 14 days after the opening of school or receipt of this notice to inform the school that all or any part of the directory data may not be released without prior consent of the parent/guardian. Parents shall be informed that student directory data is required to be released to any city attorney, as well as other special entities for the purpose of enforcing school attendance, investigating alleged criminal or delinquent activity or responding to a health or safety emergency. Such disclosure shall be made only if the required student directory data notice to parent/guardian has been sent.

A secondary school student or the parent(s)/guardian(s) of the student may request that student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall comply with such a request.

Unless access to such information has been restricted by the secondary school student or the student's parent(s)/guardian(s) as outline above, the District shall provide access to secondary school students' names, addresses, and telephone listings, on request made by military recruiters or institutions 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.

This notice shall be published annually in all student handbooks.

Prior Approval:	June 17, 2008
Attorney Review:	December 2015
Approved:	January 26, 2016