

Student Records Notice

The School District of New Holstein maintains student records for each student attending school in the District. State and federal laws require that the maintenance of such records assure confidentiality. Accordingly, Wisconsin State Statute 118.125 and 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 during normal offices hours (8:00 a.m. to 3:30 p.m.) at New Holstein High School, Middle School, Elementary School and the School District Office.
2. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to seek amendment of the student's school educational records that he/she believes to be 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 personally identifiable information contained in the student's educational records, except to the extent that FERPA (and state laws) authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including 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 officers); 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 interests" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

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. An adult student, or the parent(s)/guardian(s) of a minor 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: and that the district must comply with such request.
5. An adult student, or the parent(s)/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 Family Educational Rights and Privacy Act (FERPA) requirements. The name and

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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.

Further, the District has designated the following student record information as directory data; student's name, parent/guardian's name, student's date of birth, 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. This 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 within 14 days of receipt of this notice that all or any part of the directory data may not be released without prior consent of the adult student, parent, legal guardian or guardian-ad-litem. The District will not release directory data earlier than 14 days after the opening of school or receipt of this notice.

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