

Guidelines

Student Records / Directory Information Policy 8330

Notice of Student Records Policy

The Columbus School District 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, only those individuals or agencies specifically authorized by state and federal law are granted access to a student's records. Exceptions will only be made when the student's parent or guardian, or an adult student, grants permission. Adult students, or the parent or guardian of a minor student, may inspect student records kept by the school in accordance with Board policy and procedures, and may challenge the content if they believe it to be inaccurate or misleading **and may also complain to FERPA regarding noncompliance.** Copies of the Board's student records policy (8330) and procedures are available upon request at the Columbus School District Office, 200 West School Street, Columbus, WI 53925. Regular office hours are: 8:00 a.m. to 4:30 p.m.

Complaints regarding student records may be made to the Superintendent.

Further, the Columbus School District Board of Education has designated the following student record information as directory data:

- Student's name
- Present address
- Telephone number (*unless the number is unlisted*)
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Dates of attendance
- Photograph or other video images
- Awards received
- Honor rolls
- Scholarships
- The school most recently previously attended.

Directory Data may be disclosed to any person at the district's discretion without parent/guardian or adult student consent. In addition, Directory Data may be disclosed, upon request, to representatives of the United States Military, officials of a technical college district board and law enforcement officials.

This directory data shall be considered public information and may be released to any person **unless** the parent, guardian, or adult student informs the school **within 14 days** that all or any part of the directory data may not be released without the prior consent of the parent, guardian, or adult student. The District will not release directory data earlier than 14 days after the initial written notice to the adult student, parent or guardian, or after the District has been restricted from doing so by any of those parties.

Guardians or adult students have the right to refuse disclosure of any or all Directory Data. Guardians or adults students must notify the building principal or Director of Student Services named below in writing that he or she does not want any or all types of directory data disclosed. Such refusal will go into effect no later than five business days of the receipt of the written request. Some limited exceptions may apply.

Columbus Elementary School: Sue Sewell
Columbus High School: Connie Valenza

Columbus Middle School: Doug Waitrovich
Director of Student Services: Joanne Grassman

Columbus School District
Columbus, Wisconsin

Request to Withhold Directory Data/Information (Student Records)

The Columbus School District has declared the following personally identifiable information contained in a student's education records as "directory data/information" pursuant to the Family Educational Rights and Privacy Act and State Statute 118.125(1)(b) and (2)(j):

Student's name; present address; telephone listing; date and place of birth; major field of study; dates of attendance; participation in officially recognized activities and sports; weights and heights of members of athletic teams; student's photograph and other video images; the most recent previous educational agency or institution attended by the student; degrees and awards received.

The Columbus School District will release the information described below, unless you advise the school office in which your child attends **within fourteen (14) days of receipt of notice**.

I request that the Columbus School District not disclose "directory data/information" as noted below:

All Directory Data/Information

or

only those items that are checked:

- Student's name
- Present address
- Telephone number
- Date and place of birth
- Major field of study (e.g., 3rd grade - elementary education at Columbus Elementary)
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height if a member of an athletic team
- Student's photograph and other video images
- The school most recently previously attended
- Awards received
- Honor rolls
- Scholarships

Student's Name: _____
Last First Initial

Signature: _____ **Date:** _____
Parent/Guardian/Eligible Student

For School Office Use Only

Student Number _____ Current School: CES CMS CHS

****New** Additional Student Records Guidelines – November, 2005**

These administrative guidelines are designed to give district employees procedural direction in most situations involving student records. In unique or unusual circumstances, employees should consult with their building principal or the Director of Student Services for additional guidance.

School employees often hold sensitive information regarding our students. These guidelines are developed in order to protect the school district's interest in using that information for the benefit of our students and in order to protect the privacy and dignity of our students and families.

Definitions

Pupil Records: All records relating to individual students maintained by the school district with the following exceptions: 1) personal notes or records maintained by a licensed or certified district employee if those notes or records are not shared with others; 2) records necessary for and available only to persons involved in the psychological treatment of a student. Note that while records obtained from law enforcement and records deemed to be Patient Health Care records are a part of pupil records, they are treated differently than other Pupil Records in most cases.

Directory Data: Student records that include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs and other video images, degrees and awards received, including honor roll and scholarships and the name of the school most recently attended. Directory data does not include information that may identify the students as a member of a protected class such as race, religion, disability status or sexual orientation.

Progress Records: Student records that include the student's grades, a statement of the courses the student has taken, the student's attendance record and the records of the student's extracurricular activities. Progress records may not include information that may identify the student as a member of a protected class such as race, religion, disability status or sexual orientation.

Behavioral Records: Student records that include psychological tests, personality evaluations, records of conversations and any written statements relating specifically to a student's behavior, tests, including answer sheets, relating specifically to achievement or measurement of ability, the student's health records (excluding records identified as patient health care records), all procedural paperwork associated with special education referral and placement, medical evaluations, statements and prescriptions required to substantiate

inclusion in special education and related services, law enforcement officers' records obtained under state law, and any other student records that are not progress records.

Physical Health Records: Student records that include basic health information about a student including immunization records, emergency medical card, a log of first aid and medicine administered to the student, athletic permit card, records concerning the student's ability to participate in an education program, lead screening records, results of routine screening tests such as for hearing, vision or scoliosis and any follow-up to such test and any other basic health information.

Patient Health Care Records: Any record that relates to the pupil's physical health and that does not include the information in Physical Health Records must be treated as a Patient Health Care Record. Records that are authored by a health care provider are generally considered Patient Health Care Records. These types of records have a stricter confidentiality standard than other Behavioral Records.

Confidentiality

All student records maintained by the school district must be kept confidential except as provided by federal and state law and described below.

Maintenance of Records

Administrative Responsibility: Building principals have primary responsibility to ensure the confidentiality of pupil records in their building. The Director of Student Services has responsibility for establishing administrative guidelines related to student records and has responsibility for ensuring compliance with federal and state regulations related to student records. The Director of Student Services maintains a copy of the official special education records for each student and oversees the record keeping of Student Services staff. All records must be kept secure in their storage location.

Location:

Building Office: Each building office will maintain Directory Data, Progress Records and Behavioral Records generated within that office for each student placed within that building.

Pupil Services Office: The Pupil Services Office will maintain behavioral records including special education records, English Language Learner permanent records, Title 1 permanent records, Physical Health records, Patient Health Care records, and records obtained from Law Enforcement.

Classroom Teacher: Each student's classroom teacher may maintain progress and behavioral records for individual students related specifically to information that teacher needs to effectively implement an educational program for that student.

Student Service Personnel: Individual student service personnel including guidance, psychology, social work and nursing may maintain behavioral records including observation and interview information, student participation in small group educational activities, notes from counseling activities, intervention or accommodation plans, results of testing conducted as part of an intervention plan but not as part of a special education service. These records will be kept only so long as they provide useful information for current or future student programming.

Length of Maintenance: Directory data and progress records maintained by each building office must be kept for five years after a student graduates or five years from the date the student should have graduated if the student dropped out or did not attend school. Official transcripts will be kept indefinitely. Behavioral and Progress Records maintained by individual district personnel will be maintained only so long as they hold usefulness for current or future educational programming. Behavioral Records maintained by the Pupil Services Office will be kept in personally identifiable form for one year after the student graduates or one year past the age of twenty-one if the student did not graduate. Adult students or parents may give permission for behavioral records to be kept for five years past graduation or five years past the age of twenty-one if the student did not graduate. (See form A.) All Pupil Records will be destroyed when they have reached the maximum length of maintenance.

Amendments to Pupil Records: Parents may request in writing that a record concerning their child be changed if they believe it to be inaccurate, misleading or that it violates the privacy of other rights of the student. If the district does not change the record, parents may include a statement in the record indicating their concerns or may request a hearing to challenge information contained in a record.

Access and Release of Information or Records

* Please note that in this section, release of information or records refers to the release of information in written or oral form.*

Directory Data: Directory Data may, at the discretion of the school, be released to any person, if the school has given parents/guardians notice of the following:

- 1) categories of information which it has designated as directory data.
- 2) Right of the parent or guardian to deny permission for release of any or all directory data.

Upon request, the school district must provide directory data to a technical college district board, any representative of a law enforcement agency, and any representative of the United States military so long as parents have been given notice as described above.

Access to student records and information by district personnel: Pupil records may be made available to any district personnel who are required to hold a certificate, license, or permit and who have an educational interest in the record with the exception that information from Patient Health Care Records and records obtained from a law enforcement agency may be made known only to licensed or certified district personnel who need the information to carry out specific duties related to the child's educational program and services or who have a legitimate educational interest in the information.

Documentation: The district must maintain a list of all persons who may have access to Pupil Records. This list will be accessible in the Pupil Services office. All persons, including district personnel and parents, who have accessed Physical Health Records or Patient Health Care Records must sign an access log located within the child's file.

Parents and adult students: Adult students and parent/guardians of a minor student, must, upon request, be shown and provided with a copy of the student's progress records. Behavioral records may be shown to a parent or guardian or adult student upon request and in the presence of a person qualified to explain and interpret the records. Parents, guardians or adult students must, upon request, be given a copy of requested behavioral records within a reasonable time, but no longer than 45 days from the date of request. If records are needed in order for guardians to participate in an Individualized Educational Program (IEP) meeting, efforts will be made to provide these records prior to the IEP meeting if guardians have allowed a reasonable time for those records to be produced. In the case of parents who are divorced, both parents must be assumed to have rights of access to their child's records unless a court document is produced that limits the custodial rights of one parent. Adult students may deny parents or guardians access to their records but must do so in writing.

Foster Parents: Foster parents do not have access to Pupil Records unless they have been specifically designated as a surrogate parent by the school district.

Step-Parents: Step-parents have the same access to records as natural parents if the child lives primarily with the step-parent.

Documentation: A copy of the parent or adult request must be kept in the record. The letter should be dated and initialed by the person giving access or records to parents.

Other School Districts or Public Educational Institutions: Pupil Records will be sent within 5 working days of receiving written notice that a student has enrolled or intends to enroll in another school district. If a student is court ordered or placed at any secured correctional facility, secured child caring institution, secured group home, adult correctional institution, mental health institute or center for the developmentally disabled, that provides an education program at its premises copies of needed records will be sent to the facility. Records received from law enforcement, records deemed to be Patient Health Care records and any record received from a third party will not be re-released. These records will be given directly to the parent/guardian or adult student or mailed if a current address is available. If neither of these options are available, these records will be destroyed.

Documentation: A log will be kept in each building office that indicates the types of Pupil Records sent, the location to which they were sent and the date on which they were sent. A copy of the written notice or request will be kept in the building office. The Pupil Services office will also keep a log of any Behavioral Records requested by another school or educational institution.

State and Federal Agencies: Pupil Records must be made available to employees of state and federal agencies as required in order to ensure district compliance to state and federal law.

Documentation: Anyone having access to Pupil Records under this requirement must sign a log sheet enclosed in the record.

Contracted Services: Selected Information from Behavioral Records may be made available to organizations who are contracted to provide a service for the district. Information released will only be that required to provide the contracted service. Parents will be informed of this type of record release in the Annual Notice of Right under FERPA.

Documentation: Any person from a contracted service organization must sign a log sheet enclosed in the record. Under typical circumstances, district personnel will provide the contracted service with necessary information.

Law Enforcement: Progress Records must be made available to a judge upon request for a student who is the subject of any court proceeding. Additional Pupil Records must be provided to a court in response to a subpoena. Names of dropouts must be provided to a court in response to such an order. Attendance records must be provided to a law enforcement agency or fire investigator if it is certified in writing that the student is under investigation for truancy or a criminal or delinquent act. Other situations, including requests from attorneys, should follow the procedures for "Other Parties."

Documentation: A copy of each request will be kept in the student's records. It will be dated and initialed by the person sending the records. Parents will be notified in writing if records are released to law enforcement personnel or court officials. A good faith effort will be made by the district to notify parents prior to releasing these records. Parents will also be notified in writing if records are received from law enforcement personnel.

Department of Health and Family Services: Immunization records must be made available to carry out mandates of the department. Lead screening records may be made available to carry out mandates of the department. If a student is court ordered to attend school, the district must notify the county department responsible for supervising the child if the child fails to attend school. The district may release necessary information to the department as part of a child abuse or neglect investigation. Other situations should follow the procedures for "Other Parties."

Documentation: Records of referrals to DHFS will be kept by the building principal. Records of other information sent to DHFS will be kept by the district employee responsible for reporting the information.

Other Parties: Other than described above, Pupil Records may be released to a third party only upon written permission from a parent/guardian or adult student. The person giving permission should sign a district consent form that contains necessary information or the district should obtain a signed consent form from the requesting party. Records obtained from law enforcement and records deemed to be Patient Health Care records will not be re-released. These records, if requested, or copies of such records will be given directly to the parent/guardian or adult student.

Documentation: A copy of the signed consent form will be kept in the child's file. It should be dated and initialed by the person sending the records.

Letter to Graduating Seniors

Date

Student Name
Student Address
City, State Zip

Dear Student:

State and Federal law requires that school districts maintain a student’s behavioral records, including special education records, for one year after graduation from high school. With written permission, we may maintain your records for a period of five years following graduation.

There are situations in which other agencies or service providers require documentation that you were identified as a person with a disability in order for you to receive services from that agency. The records contained within your behavioral file may include this documentation. Without it, you may be required to obtain testing at your own expense to document your disability.

With your permission, we will keep records of your last IEP evaluation, most recent psychological evaluation and the last four year’s IEP documents. All others would be shredded. We will not give copies of these records to anyone except you without your written permission.

If you wish to have us maintain your records, please sign the request to do so below.

Sincerely,

Joanne Grassman
Student Services Director

Please maintain my behavioral records for five years following my graduation.

Do not maintain my behavioral records for more than one year after my graduation.

Student Signature

Date

Parent or Guardian Signature (if required)

Date

Witness

Date

Columbus School District
ANNUAL NOTICE OF RIGHTS UNDER THE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives guardians and adult students certain rights regarding the student's educational records.

- 1) The right to inspect and review the student's educational record within 45 days of the day the district receives a request. Guardians or adult students should give to the building principal or Director of Student Services named below a written request that identifies the records they wish to inspect. The administrator will make arrangements for access and notify the guardian or adult student of the time and place where records may be accessed.
Columbus Elementary School – Sue Sewell
Columbus Middle School – Doug Waitrovich
Columbus High School – Connie Valenza
Director of Student Services – Joanne Grassman
- 2) The right to request the amendment of student's educational records that the guardian or adult student believes are inaccurate or misleading. Guardians or adult students should write the administrator, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested, the district will notify the guardian or adult student of their decision and of their right to a hearing regarding the request for amendment. The original letter may become part of the student record upon request of the parent.
- 3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Situations that do not require consent include, but are not limited to the following:
 - a) Disclosure to licensed or certified district employee who have a legitimate interest in the information.
 - b) A person serving on the school board with a legitimate interest in the information
 - c) A person or company with whom the district has contracted to perform a service.
 - d) Upon request, to another school district or educational institution at which the student has enrolled or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington, DC 20202-4605



Columbus School District Permission to Exchange Information

Dear _____

Date _____

In order for us to obtain and release information regarding your child, we must have your permission. Please complete this form where indicated, including your signature and date. Keep the pink copy for your files and return the original and yellow copy to me. If you have questions, please contact me at 920-623-_____.

Name and title of school contact person

I, the undersigned, hereby request and authorize:

Agency

Specific Person(s) (if applicable)

Address

City, State, Zip

Phone, fax, email

School

Specific Person(s) (if applicable)

Address

City, State Zip

Phone, fax, email

To obtain and release information as indicated below for:

Name of Child

Date of Birth

- Official student cumulative and progress records (includes identifying information, grade level, grades, courses taken, class rank, attendance, group test results)
- School Behavioral records (includes Individualized Education Program (IEP), results of individual testing, special education, at-risk or English Language Learner status, Physical Health Records, behavioral and/or academic interventions)
- Specific Medical and/or related health records as follows: _____
- Specific Psychological, Psychiatric and/or Social Work reports as follows: _____
- Appropriate agency reports
- Other: Specify _____

This information will be used for: Educational evaluation and program planning; health assessment, planning and services either in school or outside of school; coordination of services between agencies; other: _____.

I understand that this information will be kept confidential and will be used in the best interest of my child. I understand that I have the right to refuse this request and that refusal will not affect my child's ability to obtain health care. This release is valid for one year from the date below, unless revoked in writing. Patient Health Care Records will not be redisclosed.

Signature: (Please circle one) Parent Guardian Adult student

Date

White Copy: Building

Yellow Copy: Pupil Services

Pink Copy: Parent