

SCHOOL DISTRICT OF WAUPACA

SERIES 800 School-Community Relations

CODE: 826

Educational Records Policy

Information such as a student's name, address, participation in officially recognized activities and sports, photographs, awards received and the name of the school most recently attended by the student shall be considered public information and may be released to post-secondary institutions, military recruiters, and yearbook related organizations and purposes (i.e. Jostens, news media), at a fee to be determined by the administration, unless parents or adult students refuse the release in writing. The refusal to release shall be of their own initiation. *Additionally, Federal law requires phone numbers (landline or cell) be released to post-secondary institutions and military recruiters unless parents or adult students refuse the release as noted above.* In the event parents or adult students want information to be released to persons to whom it has been refused, they may request in writing to the District Administrator (515 School Street, Waupaca, WI 54981) that it be furnished.

In addition, parents and/or adult students have the right to:

- 1) Inspect and review the student's education records.
- 2) Seek amendment of the student's educational records the parent or adult student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
- 3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA (and State laws) authorizes disclosure without consent. The District prefers to have written parental or adult students permission to transfer in or out student records, but, will comply with requests from institutions that do not have written parental authorization available.
- 4) File a complaint with the Family Policy Compliance Office of the US Department of Education alleging educational agency or institution noncompliance with FERPA requirements. The address and website of this office is:

Family Policy Compliance Office, US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

The following shall be declared to have a legitimate educational interest, including safety interest, in pupil records:

Administrators

Teachers including counselors, therapists, social worker and psychologist

School Nurse

Other employee designated by an administrator.

ADOPTED: 081115

REVISED:061416

REVIEWED:

LEGAL REFERENCE: Elementary and Secondary Education Act/No Child Left Behind Act

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.