

Lancaster Community School District

Instruction

STUDENT RECORDS

Student records shall be maintained in the interest of the student to assist school personnel in providing appropriate educational experiences for each student in the District.

The Board of Education 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 prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such 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 established District guidelines.

Student record notices shall be provided annually in accordance with state and federal law.

LEGAL REF.: Sections 118.125 Wisconsin Statutes
118.126
118.127
118.51(8)
118.52(10)
146.81 - 146.84
252.15
767.24(7)
938.396
Family Educational Rights and Privacy Act (20 USC Section 1232g, 34
CFR Part 99)
No Child Left Behind Act of 2001

CROSS REF.: 347-Rule, Guidelines for the Maintenance and Confidentiality of
Student Records
823, Access to Public Records

APPROVED: April 14, 2004

REVIEWED: 2015

