

Student Directory Information

The School Board recognizes the need to provide student record information to various agencies while preserving student and parent rights to privacy. This policy relates to the maintenance and confidentiality of student records.

A student record means information recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. Student record information includes the student name, address, telephone number, date and place of birth, major field of study, dates of enrollment, participation in officially recognized activities, clubs, and sports, weights and heights as reported for athletic events, student photographs, most recent previous school attended, degrees and awards received, and parent/guardian name(s) and address(es).

Disclosure means to permit access to or the release, transfer or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written or electronic means. Parents may request that no directory information be released by completing a Request to Withhold Directory Information form available in the student's principal's office.

1. This form must be submitted to the student's school office within 14 days of publication of the annual notification of rights.
2. Submission of the Request to Withhold Directory Information form will result in the release of no information relating to the student without prior written consent of the parent or adult student.
3. The authorization to withhold directory information will remain in effect until the beginning of the next school year, or until the parent or adult student revises the Request to Withhold Directory Information form and submits it to the student's school office within the present school year.
4. A copy of the Request to Withhold Directory Information form will be forwarded to the district office, and if the child is in an

exceptional educational needs (EEN) program, a copy will be forwarded to the Pupil Services Director. A copy will also be placed in the student's educational record.

The district administrator will publish a Class 1 notice as required by section 118.125(3) of the state statutes specifying the content of student records and the time during which student records shall be maintained. The notice shall inform parents and adult students that they have the right to:

1. Inspect and review the students education records.
2. Seek amendment of the student's education records that the parent or adult student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the federal Family Educational Rights and Privacy Act (FERPA) authorize disclosure without consent.
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.

Parents and adult students have the right to inspect and review student records. If such a review is not possible or practical, the district will make other arrangements including providing the parent or adult student with a copy of the record requested.

References: Wisconsin State Statutes 118.125(1)(b),
118.125(2)(j)

Family Educational Rights and Privacy Act (20
USC 1232g)

Approved: August 4, 1997

SCHOOL DISTRICT OF BONDUEL
400 West Green Bay Street
Bonduel, WI 54107

REQUEST TO WITHHOLD/PUBLISH DIRECTORY INFORMATION

Parent/Guardian or adult student must complete the following:

The School District of Bonduel **may not** disclose "directory data/information" as noted below:

All Directory data/information

OR

Items checked below:

- 1. Student's name
- 2. Present address
- 3. Telephone listing, unless number is unlisted
- 4. Date and place of birth
- 5. Major field of student -- i.e., 3rd grade-elementary education at Bonduel Elementary School
- 6. Dates of enrollment
- 7. Participation in officially recognized activities, clubs and sports
- 8. Weights and heights as reported for athletic events
- 9. Student photographs
- 10. Most recent previous educational agency or institution attended by student
- 11. Degrees and awards received
- 12. Parent/Guardian name(s) and address(es)

Student's Name			
	Last	First	Initial
Signature			
	Parent/Guardian/Adult Student		

FOR SCHOOL OFFICE USE ONLY			
Student Name/ID			
Current School			
EEN Program	Y N	Form forwarded	Y N Date _____