**Access and Release of Student Information**

The School Board 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.

1. Parents/guardians and adult students have the ability to:
2. inspect, review, and obtain copies of student records;
3. request the amendment of the student’s school records if they believe the records are inaccurate, misleading or otherwise in violation of the student’s rights of privacy;
4. consent to the disclosure of the student’s school records, except to the extent state and federal law authorizes disclosure without consent;
5. deny the release of directory data such information (see Policy JOA); and (5) their right to file a complaint with the Family Policy compliance office of the U.S. Department of Education.

2. The procedure to exercise the right to inspect and review education records

* 1. An adult student or the parent/guardian of a minor student shall, upon request, be shown and provided with a copy of the student’s progress records within forty-five (45) calendar days from the date the request was received.
	2. An adult student or the parent/guardian of a minor student shall, upon request, be shown the student’s behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parent/guardian shall, upon request, be provided with a copy of the behavioral records within forty-five (45) calendar days from the date the request was received.
	3. A parent shall have access to a student’s school records regardless of whether the parent has legal custody of the child unless otherwise ordered by the court.
	4. Personally identifiable information from an adult student’s records may be disclosed to the student’s parent(s)/guardian(s) without the adult student’s written consent, if the adult student is a dependent of his/her parent(s)/guardian(s) under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
	5. Parents or guardians are not allowed access to information relating to their adolescent’s reproductive health without authorization from the adolescent.
	6. Parents or guardians are not entitled to information received by a school psychologist, counselor, social worker, or nurse, or any teacher or administrator designated by the school board who engages in alcohol or drug abuse program activities from a pupil that the pupil or another pupil is using or is experiencing problems resulting from the use of alcohol or other drugs unless:

1.) The pupil gives written consent for disclosure,

2.) There is serious and imminent danger to the health, safety or life of any person and that disclosure of the information will alleviate the serious and imminent danger,

3.) A report of suspected child abuse or neglect is reacquired under Wis. Stats. 49.981,

* 1. Parents may not access information related to the HIV test results of a student age 14 years and older without the student’s consent.
1. Parents/guardians of secondary school students shall contact the building office to request the district not to release the secondary school student’s name, address or telephone listing to the military recruiters or institutions of higher education without prior written parental consent.