

Student Records (Policy 6006)

“Student records” are defined as all records relating to individual students maintained by KTEC High School.

Student records include:

- Directory data: Pupil records which include, but is not limited to, the pupil’s name, address, telephone listing, 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, degrees and awards received, and the name of the school most recently previously attended by the pupil (Wis. Stat. sec. 118.125(1)(b));
- Progress records: Pupil records which include the pupil’s grades, a statement of the courses the pupil has taken, the pupil’s attendance record, the pupil’s immunization records, any lead screening records required under s. 254.162, and the records of the pupil’s extracurricular activities,” (Wis. Stat. sec. 118.125(1)(c));
- Behavioral records: Pupil records which include psychological tests; personality evaluations; records of conversations; any written statement relating specifically to an individual pupil’s behavior; tests relating specifically to achievement or measurement of ability; the pupil’s physical health records other than immunization records or lead screening records required under s. 254.162, law enforcement officers’ records obtained under s. 48.396(1) or s. 938.396(1)(b)2, (c)3, and any other pupil records that are not progress records (Wis. Stat. sec. 118.125(1)(a));
- Pupil physical health records: Pupil records that include basic health information about a child, including the pupil’s immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil’s ability to participate in an education program, any lead screening records required under s. 254.162, the results of any routine screening test, such as for hearing, vision, or scoliosis, and any follow-up to such test, and any other basic health information, as determined by the state superintendent (Wis. Stat. sec. 118.125(1)(cm));
- Patient health care records: Pupil records that relate to a pupil’s health and that do not fall within the definition of "pupil physical health record (Wis. Stat. sec. 118.125(2m)).

Student records do not include the following:

- Notes or records maintained for personal use by a teacher or other person who is required to hold a certificate, license, or permit if such records and notes are not available to others;
- Records necessary for, and available only to persons involved in, the psychological treatment of a student;
- Records created and maintained by a law enforcement unit for a law enforcement purpose;
- Records on a student who is 18 years of age or older that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, made, maintained or used only in connection with the treatment of the student, and disclosed only to individuals providing the treatment; and

- Records created or received by The School after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.

KTEC High School recognizes the need for confidentiality of student records and shall maintain the confidentiality of student records at collection, storage, disclosure, and destruction in accordance with the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and applicable state laws. The KTEC High School Principal will take primary responsibility for ensuring the confidentiality and maintenance of student records. Student records shall be available for inspection or release only with notification or prior written approval of the parent or adult student, except in situations where legal requirements require or allow the release of records without notification or prior approval (e.g., disclosure to school officials with legitimate educational interests). KTEC High School shall maintain a record of each request for access and disclosure of student records which includes the identity of the party viewing the record and the legitimate interest the party had in viewing the record.

Upon written request that identifies the records the individual wishes to inspect, KTEC High School shall provide a parent, guardian, or adult student with a copy of a student's records and/or an opportunity to review the student's records with an individual qualified to explain and interpret the records. KTEC High School will comply with a request by a parent, guardian, or adult student for access to a student's records within a reasonable period of time, but not more than forty-five (45) days after receipt of the request. The request will be fulfilled without unnecessary delay and before any meetings about an individualized education program (IEP) or any due process hearings.

Per IDEA regulations, KTEC High School will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. All records regarding special education services will be maintained by the Coordinator of Special Education to ensure confidentiality.

Parent(s)/guardian(s) or the eligible adult student have the right to request the amendment of the student's education records they believe to be inaccurate or misleading. This request should be in writing, addressed to KTEC High School Principal, and clearly identify the part of the records they want changed, along with the specification as to why it is inaccurate or misleading.

If KTEC High School decides not to amend the record, they will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

Parent(s)/guardian(s) or the eligible student have the right to file a complaint with the U.S. Department of Education concerning alleged failures by KTEC High School to comply with the requirements of FERPA.

Contact information for the office that administers FERPA:
Family Policy Compliance Office
U.S. Department of Education
4000 Maryland Avenue, S.W.
Washington, DC 20202-4605

DIRECTORY INFORMATION

KTEC High School shall provide public notice to students and their parents or guardians of the intent to make available, upon request, certain information known as “directory information.” “Directory information” is defined as information contained in student records that would not generally be considered harmful or an invasion of privacy if disclosed. Directory data shall not be released for commercial or promotional purposes.

Parent(s)/guardian(s) and adult students may opt out of KTEC High School’s disclosure of directory information upon written notification to KTEC High School within fourteen (14) days after receipt of KTEC High School’s notice of intent to disclose directory information.

TRANSFER OF RECORDS

KTEC High School shall transfer all student records relating to a student upon receipt of a written notice that the student has enrolled in another school or school district or notice from a court that the student has been placed in a juvenile correctional facility or a secured residential care center for children and youth. This notice should be provided in writing to KTEC High School from the parent or guardian of a student, an adult student, or from the other school or school district that the student has enrolled in.