

WAUSAU SCHOOL DISTRICT

5220

STUDENTS RECORDS

Maintenance and Destruction of Records

While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the Wausau School District, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the Wausau School District, those records which are not transferred shall be maintained as follows:

- A. All behavioral records will be destroyed one (1) year after the date the student graduated from or last attended the school unless the student (and his or her parent or guardian if the student is a minor) gives permission that the records may be maintained for a longer period of time.

Where such written permission is received, behavioral records, except standardized test scores on the permanent record card, will be destroyed five (5) years after the date the student graduated from or last attended the school. Standardized test scores on the permanent record card will be maintained indefinitely.

- B. Progress records will be maintained indefinitely after the student ceases to be enrolled in the District.
- C. Progress records not transferred will be maintained by the high schools for students who were enrolled there. After one year, K-8 records (not transferred) for students who cease to be enrolled in the District, will be forwarded and maintained at Central Office.
- D. Law enforcement officers' records obtained under Wisconsin Statute 938.396(1m) shall be maintained separately from other student records.

Adopted: May 12, 1975
Revised and Adopted: January 9, 1978
Revised and Adopted: April 14, 1997
Revised and Adopted: February 8, 2016

WAUSAU SCHOOL DISTRICT

Dear Student:

This letter concerns the confidentiality and maintenance of your student records.

State law protects the confidentiality of student records maintained by a public school district. Such records are confidential except as provided by law (see School Board Policy 5200 - Student Records).

State law (Section 118.125 of the Wisconsin Statutes) regulates the maintenance of the records relating to students by Wisconsin public school districts. This law requires that school boards adopt rules relating to the content of student records and the time during which pupil records will be maintained, but prohibits maintaining "behavior records" for more than one year after the date upon which the student graduated from or last attended the school, unless permission is received by the parent or adult student.

The purpose for maintaining behavioral records for a longer time period is to have available information concerning the student that could be used to assist the individual should a recommendation be requested. "Behavior records" maintained by a school district are defined by law as follows: "Those 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 his/her immunization or lead screening records, law enforcement officers' records, and any other pupil records which are not progress records."

"Progress records" are defined by law as follows: "Those 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 and lead screening records, and records of the pupil's school extra-curricular activities."

In addition, the School Board has adopted the following policy relating to the number of years pupil records will be maintained:

"All behavioral records will be destroyed one year after the date the student graduated from or last attended the school unless the student (and his/her parent or guardian, if the student is a minor) gives permission that the records may be maintained for a longer period. When such written permission is received, behavioral records, except standardized test scores on the permanent record card, will be destroyed five (5) years after the date the student graduated from or last attended the school. Standardized test scores on the permanent record card will be maintained indefinitely.

Progress records will be maintained indefinitely after the student ceases to be enrolled in the District."

A form is enclosed which must be signed by you, and your parent or guardian if you are a minor, and returned if you want any or all "behavioral records" maintained beyond the one-year period. Please discuss this matter with your parent or guardian and with your guidance counselor if you have any questions.

Sincerely,

WAUSAU SCHOOL DISTRICT

WAUSAU SCHOOL DISTRICT
WAUSAU, WISCONSIN 54403

PERMISSION TO RETAIN BEHAVIORAL RECORDS

I, _____, hereby authorize the Wausau
(please print)

School District to maintain as part of my student folder my behavioral records.

Yes. I approve:

(Signature - Student)

*(Signature - Parent/Guardian)

No. I do not approve:

(Signature - Student)

*(Signature - Parent/Guardian)

*Signature of a parent/guardian is required if student is a minor (under 18 years of age).

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