

<b>SCHOOL DISTRICT OF GREEN LAKE POLICY</b>	<b>347 – Student Records</b>
	<b>Instruction</b>

**347 – Student Records**

Student records shall be maintained in the Green Lake School District Central Office. Student records shall include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified school personnel.

The Board recognizes the need for confidentiality of student records. Therefore, student records shall be available for inspection or release only with the approval or notification of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval. The building principal or his /her designee shall be responsible for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established procedures.

1<sup>st</sup> Read: 10/28/2009  
2<sup>nd</sup> Read: 11/18/2009

**Legal Reference: Wisconsin State Statutes Section 118.125, 118.126, 118.127, 118.51(8), 118.52(10), 252.15, and 767.24(7); No Child Left Behind Act of 2001; Individual with Disabilities Education Act; and the Protection of Pupil Rights Provision of General Education Provisions Act.**

	<b>Adopted:</b> April 12, 2006
<b>Page</b> 1 of 1	<b>Revised:</b> November 18, 2009