

MEQUON-THIENSVILLE SCHOOL DISTRICT
ANNUAL NOTICE TO PARENTS

RECORDS

Types of records: In general, "Behavioral records" means 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 and any other pupil records which are not progress records. "Progress records" means those pupil records which include the pupil's grades, a statement of the courses the pupil has taken, the pupil's attendance record and records of the pupil's school extracurricular activities. "Directory data" includes name, address, and phone number and other general information listed more specifically in the student handbooks. "Pupil physical health records" include basic health information about a pupil such as immunizations, emergency health cards, and routine screening results. "Patient health care records" include more confidential information usually provided by nurses and physicians and other health care providers. See Wisconsin Statutes 118.125 for specific contents, level of confidentiality and length of time each type of record will be maintained.

- Educational records shall be forwarded, within 5 working days of receipt of a request, to a school in which a student seeks or intends to enroll.
- Pupil records need not be maintained for more than five years after, but confidential records of students in special education programs are destroyed one year after, the student graduates or last attends a school within the district.
- Confidential records of students in special education will be maintained by the district for up to 5 years at the written request of the parent or the student who is over 18 years of age.

The following rights are accorded to parents of students and students over 18 years of age:

- The right to inspect and review and give others the right to inspect and review student records.
- An opportunity to challenge the content of such records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein
- An opportunity to insert into such records a written explanation of the content contained in them and to have records or this notice interpreted into the native language.
- Student records will not be released to others without prior written consent except for such releases to others which are authorized by the state or federal law to be made without such consent.

RECORDS OF STUDENTS WITH DISABILITIES

By law, it is the school districts responsibility to identify, locate, and evaluate all resident children with disabilities. Referrals for possible evaluation usually start with a discussion with the Director of Pupil Services, (262-238-8501), one of the building principals, or one of the pupil services or special education staff. With parent permission, information regarding a child's performance is then gathered through observation, review of records, discussion with persons knowledgeable about the child, screening, and/or testing, and reviewed in a team meeting to determine eligibility and possible services.

A copy of the school board policy on access to public records can be obtained from the office of the superintendent. Complaints regarding possible non-compliance with the federal records law may be filed with the superintendent. Questions regarding specifics of this notice should be directed to the Director of Pupil Services (262-238-8501). Most of the legal references can be found in Wisconsin Statute 118.125 and FERPA.