

Student records – the federal Family Educational Rights and Privacy Act (FERPA) requires school districts to provide annual notice of student and parent rights regarding student records. This notice must inform parents/guardians or adult students of their right to:

- Inspect and review the student's education records. The notice must address the procedure for exercising this right.
- Seek amendment of the student's education records that the parent/guardian or adult student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The notice must address the procedure for requesting the amendment of records.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA (and other federal and state laws) authorize disclosure without consent. If the district transfers a student's records without the parent/guardian's or adult student's consent (like Wisconsin law requires district to do), the annual notice must include a statement to that effect. Also, FERPA states that if a district has a policy of disclosing education records to other school officials, including teachers within the district who have been determined to have legitimate educational interests in the records, a specification of criteria for determining who constitutes a legitimate educational interest must be included in the annual notice.
- File a complaint with the Family Policy Compliance Office of the U.S. Department of Education alleging district noncompliance with FERPA requirements.

If a school district has designated student directory data in accordance with section 118.125 of the state statutes, the district must notify parents, legal guardians or guardian ad litem: (1) of the categories of information that the board has designated as directory data with respect to each student; and (2) that they have 14 days to inform the school that all or any part of the directory data may not be released without the prior consent of the parent, guardian or guardian ad litem. The district must allow the parent, guardian or guardian ad litem 14 days to provide this response before any student directory data is released. This notice is required by section 118.125(2)(j) of the state statutes.

Student Records (Wisconsin Law) (*The notice directly above incorporates this information and is an appropriate notice for publication.*) : If a school district has designated student directory data in accordance with §118.125 of the state statutes, the district must notify parents, legal guardians or guardian ad litem: (1) of the categories of information that the board has designated as directory data with respect to each student; and (2) that they have 14 days to inform the school that all or any part of the directory data may not be released without the prior consent of the parent, guardian or guardian *ad litem*. The district must allow the parent, guardian or guardian ad litem 14 days to provide this response before any student directory data is released. This notice is required by §118.125(2)(j) of the state statutes.