

STUDENT RECORDS POLICY NOTICE

DIRECTORY DATA

The Germantown School District has designated the following categories as directory data. "Directory data" means those pupil records which include 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.

The parent, legal guardian, or guardian ad litem of any student has two weeks from the date of this notice to inform the school that all or any part of the directory data may not be released without prior consent of parent, legal guardian or guardian ad litem.

STUDENT RECORD POLICY NOTICE

Student records are maintained to assist students, their parents/guardians and the school district in achieving their educational goals. Such records shall be accumulated, maintained, released, transferred and destroyed by the building principal or his /her qualified designee in accordance with state and federal laws. Only those individuals or agencies specifically authorized by state and federal law shall be granted access to a student's records. Exceptions shall only be made when the student's parents/guardian, or an adult student, grant permission.

An adult student, or the parent(s)/guardian(s) of a minor student, may inspect student records kept by the school in accordance with Board of Education policy and established procedures. If the records are believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of a student, they may be challenged with a request made for their amendment.

Requests to review records should be made to the building principal. Likewise, challenges to the content of student records may be made to the building principal, who shall make arrangements for a hearing to review the challenged record(s). If the complainant is not satisfied with the hearing officer's decision regarding the challenged record(s), he/she may file a complaint with the Family Policy and Regulations Office of the United States Department of Education.

Copies of the Board's student records policy and procedures are available upon request at the:

Germantown School District Offices
Department of Pupil Services
N104 W13840 Donges Bay Road
Germantown, WI 53022

Regular office hours are: 8:00 am - 4:00 pm

Further, the Germantown Board of Education has designated the following student record information as directory data: student's name, address, telephone listing, place and date 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 attended by the student.

This information may be disclosed to any person **UNLESS** the adult student, or the parent or guardian of a minor student, informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent or guardian. Refusal of such release shall be made to the school not later than two weeks after the opening of school or receipt of this notice.