

DIRECTORY DATA INFORMATION

Guidelines for the Maintenance & Confidentiality of Student Records

Excerpt from Policy #347-Rule Annual Notice

Parents/guardians and adult students shall be notified annually of the following: (1) their rights to inspect, review and obtain copies of student records; (2) their rights to request the amendment of the student's school records if they believe the records are inaccurate, misleading or otherwise in violation of the student's rights of privacy; (3) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and, (5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Directory data are those student records that include the student's name, address, telephone listing, E-mail address (if applicable), date and place of birth, participation in officially recognized activities and sports, weights and heights of athletic team members, major field of study, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student.

Parents/guardians of secondary school students shall also be notified of their option to request the district not to release the secondary school student's name, address or telephone listing to military recruiters or institutions of higher education without prior written parental consent.

The notice shall be distributed to parents/guardians and adult students at the beginning of each school year. When a student transfers into the District after the above notice has been given, the student and his/her parent(s)/guardian shall receive a copy of the notice at the time and place of enrollment.

Procedures to access student records may be found in Board Policy #347-Rule which is posted on Dodgeland's website at www.dodgeland.k12.wi.us.

Approved/Revised (WASB): August 24, 2009