

CLASS 1 LEGAL NOTICE

FOND DU LAC SCHOOL DISTRICT STUDENT RECORDS NOTICE

The Federal Family Educational Rights and Privacy Act (FERPA) requires school districts to provide annual notice of student and parents' rights regarding student records; the existence of the Student Records Policy (347) and where copies can be obtained; and, of the opportunity to file a complaint with the Family Policy and Regulations Office of the Department of Education.

Parents/guardians/adult students have the legal right to request a review and/or copy of the contents of the permanent school records of their children. They may also request the amendment of the student's records if it is believed that the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Such a review and/or request for an amendment must be made by scheduling an appointment with the principal. If copies are requested, there will be a charge based on actual cost. If the District decides not to amend the record, the District will notify the parent, guardian or adult student of the decision and the right to a hearing regarding their request. Additional information regarding the hearing procedure will be provided in the event of a hearing request.

Directory Data Notification If a School Board has designated directory data in accordance with 118.125 of the Wisconsin State Statutes, the District must notify parents, legal guardians or guardian ad litem of the categories of information, which the Board has designated as directory data, which may be released without the prior consent of the parent, legal guardian or guardian ad litem.

The Fond du Lac School District defines directory data as a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance.

Upon request, the District may release a student's name, address, and school grade of attendance to requesting agencies (such as State technical colleges, State colleges and universities, alumni reunion committees, the United States Military Services {seniors and students who drop out of school}, photographers for senior pictures, driver's education facilities, publications sponsored by the Fond du Lac School District, etc.).

Upon request, student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance may also be released to publications sponsored by the Fond du Lac School District, area newspapers, and appropriate private and public sponsored magazines.

Parents or guardians of minor children and adult students have the right to consent to the disclosure of personally identifiable information contained in their student records, except as

allowed by state and federal law.

In accordance with the law, the District forwards upon request student records to another school without consent for purposes related to the student's enrollment or transfer.

Student records shall be made available to District employees who are required by the state to hold a teacher's license and to other school district officials only if they have a legitimate educational or safety interest in the records. Employees and District officials have a legitimate educational or safety interest in the record if the individual needs to review an education record in order to provide educational service or to fulfill some aspect of his or her professional responsibilities.

Administrators have the discretion to refuse the release of individual student phone numbers and addresses for the safety of the student.

IF PARENTS OR GUARDIANS DO NOT WISH TO HAVE ANY OR ALL OF THE CATEGORIES OF INFORMATION RELEASED, THEY MUST NOTIFY THE DISTRICT VIA THE SKYWARD STUDENT MANAGEMENT SOFTWARE FAMILY ACCESS PORTAL WITHIN 14 DAYS OF THIS NOTICE. Directory data shall be considered public information and may be released to appropriate persons and media in accordance with Board of Education policy unless the parent(s) or adult students refuse the release in the Skyward Student Management software Family Access Portal.

Parents/guardians may file a complaint with the Family Policy and Regulations Office of the Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20201 if they feel their rights have been violated.