

**Pepin Area School District****STUDENT RECORDS**

Student records shall be maintained in the Pepin Area School District to aid the educational process in the elementary and secondary schools.

The Board recognizes the need for confidentiality of student records. Therefore, student records shall be available for inspection or release only with prior approval of or notification to the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval or notification.

The District Administrator shall be responsible for the overall direction and supervision of student records management in the District. Specific procedures shall be developed which:

1. Comply with state and federal laws and regulations; and
2. Are of maximum use to the professional staff and of greatest educational benefit to the students.

LEGAL REF.: Sections 48.346 Wisconsin Statutes  
118.125  
118.126  
118.27  
146.83  
252.15  
938.396

Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 45 C.F.R. Sec. 99)

CROSS REF.: 347.0-Rule – Guidelines for Maintenance and Confidentiality of Student Records

Policy Adopted: Unknown  
Policy Amended: Pending