



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## Student Records

Student records shall be maintained in the River Valley 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 and for the release of “**Student Directory Data.**”

Each building principal shall be responsible for the supervision of student records management in their respective building(s). Specific procedures for student records management shall be developed by the district administrator which:

- a. Comply with state and federal laws and regulations; and
- b. Are of maximum use to the professional staff and of greatest educational benefit and safety to the students.
- c. **Include publishing** student record notices ~~shall be published~~ annually in accordance with state and federal law.

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

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

CROSS REF.: Policy 347-Rule - Guidelines for Maintenance and Confidentiality of Student Records  
Policy 347-Exhibit 1 - Release Form for Student Records Not Considered to be “Student Directory Data”  
Policy 347-Exhibit 2 - Request for Nondisclosure of “Student Directory Data”

APPROVED: April 13, 1989  
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