

Family Education Rights and Privacy Act and Section 118.125, Wisconsin Statutes

Each year the School District of Ladysmith is required to give notice of the various rights accorded to the parent, guardian or guardian ad litem of students pursuant to the Family Rights and Privacy Act (FERPA) and Section 118.125 of the Wisconsin Statutes. The School District of Ladysmith has also designated certain information contained in the pupil records as directory data for purposes of the Family Educational Rights and Privacy Act (FERPA) and Section 118.125, Wisconsin Statutes. Except as provided herein, directory data may be disclosed to any person.

The School Board of the School District of Ladysmith designates the following personally identifiable information contained in a student's education record as "directory information", and may disclose that information without prior written consent.

1. The student's name.
2. The student's address.
3. The student's telephone listing.
4. The student's date and place of birth.
5. The student's major field of study.
6. The student's participation in officially recognized activities and sports.
7. The student's weight and height of members of athletic teams.
8. The student's dates of attendance.
9. The student's photograph.
10. The student's degrees and awards received.
11. The name of the school most recently previously attended by the student.

Any of the above information regarding home school student information that the School District may have on file is also considered "directory information".

The District shall provide, on a request made by military recruiters or institutions of higher education, access to secondary school students' names, addresses, and telephone listings. A secondary school student or the parent/guardian of a student may request that the student's name, address, and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall comply with such request. The District shall provide military recruiters the same access to secondary school students and student directory data about such students as is provided to post-secondary schools or prospective employers.

The parent, guardian, or guardian ad litem have two weeks to advise the School District in writing (a letter to the District Administrator's Office), of any or all of the items they do not want the District to designate as "directory information".

In accordance with FERPA and Section 118.125 of the Wisconsin Statutes, notice is provided of the following:

- A. Right to Inspect: You have the right to review and inspect pupil records maintained by the School District.
- B. Right to Prevent Disclosures: You have the right to prevent disclosure of pupil records to third parties with certain limited exceptions. It is the policy of the School District of Ladysmith to limit the disclosure of information contained in pupil records to those instances when prior written consent has been given to the disclosure; as an item of directory data to which you have not refused to permit disclosure; or under provision of FERPA or Section 118.125, Wisconsin Statutes, which allows disclosure without prior written consent.
- C. Right to Request Amendment: You have the right to request the school district to amend any educational information/records, that you believe to be inaccurate, misleading, or violate your privacy or your rights. The school district will decide whether to amend the information within 45 days after the receipt of the request. If the school district decides to refuse to amend the information, it will inform the parent of the refusal and advise the parent of the right to a hearing.
- D. Transfer of Records: Within five (5) working days, a school district shall transfer to another school or school district all pupil records relating to a specific pupil if the transferring school district has received written notice from the pupil if he or she is an adult or his or her parent or guardian if the pupil is a minor that the pupil intends to enroll in the other school or school district or written notice from the other school or school district that the pupil has enrolled or from a court that the pupil has been placed in a juvenile correctional facility or a secured child caring institution, as defined in s. 938.02 (15g). In this subsection, "school" or "school district" include any state juvenile correctional facility or secured child caring institution which provides an educational program for its residents instead of or in addition to that which is provided by public and private schools.
- E. Right to Complain to FERPA Office: You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Ave. S. W., Washington, D.C. 20202, concerning any alleged failure to comply with FERPA.
- F. Right to Obtain Policy: You have the right to obtain a copy of the written policy #347-Student Records and #347Rule-Guidelines for the Maintenance and Confidentiality of Student Records adopted by the Board of Education in compliance with FERPA and Section 118.125 of the Wisconsin Statutes. A copy may be obtained in person or by mail from: The Office of the Superintendent of Schools, School District of Ladysmith, 1700 Edgewood Ave. E., Ladysmith, WI 54848.