

## 347 – RULE(2) STUDENT RECORDS FILES

In accordance with the Wisconsin Department of Public Instruction (DPI) guidelines concerning the treatment and storage of pupil records, the following student records are started in kindergarten, and maintained for each student:

1. Progress Records, Behavioral Records, and Health Record Folders (and a Special Education Folder, if necessary)

Progress Record folders will contain items such as grades, courses taken, co-curricular activity information, permission slips, Acceptable Use Policy (AUP) forms, transcripts, attendance data, awards, and school pictures. These records will be housed at the school building.

Behavioral Record folders will contain items such as written statements concerning a student's behavior, custody or court documents, expulsion records, bus misconduct reports or letters, seclusion/restraint orders, student enrollment forms, and assessment records (school psychological tests, achievement tests, gifted/talented assessment results, RtI/PBIS data, 504 plans, etc.). These records will be housed at the school building.

Health Record folders will contain immunization and lead screening records, emergency medical cards, logs of medication or first aid administered, athletic permit cards, vision/hearing screening records, prescription medication permission forms, etc.). These records will be housed at the school building. Patient Healthcare records containing medical/health reports from healthcare providers, medical diagnoses, etc. will be kept in a separate patient healthcare record folder and stored in a file cabinet designated at the building for this purpose.

A Special Education folder will be housed in the Pupil Services Central Office and contain referral forms, Individualized Education Plan (IEP) reports and documents of planned interventions and activities including related services.

2. Student Information Management System

Students' information such as name, birth date, race/ethnicity, parent(s)/guardian(s) names, emergency contact information, attendance, etc. as well as progress and behavioral information is maintained in a computerized information management system. Parents/guardians will complete an on-line enrollment verification process prior to the beginning of each school year in order to update and verify that all information currently on file with the District concerning their student(s) is accurate.

### **Name of Student**

For a variety of reasons, some parents or guardians may desire to have their children called by other than their legal surnames. This is permissible but shall be done only when it has been ascertained that it is the request of the legal guardian. It shall be our practice to recognize the wishes of the person having custody. However, for future verification and identification, the legal name shall also be included on any permanent type records.

APPROVED: November 11, 1974

REVISED: April 9, 2001  
July 13, 2015