

## **Student Records**

In response to recent federal and state legislation, the Ripon Area School District has adopted policy and procedures regarding the maintenance and confidentiality of student records. Schools develop and maintain records in the interest of the student for purposes of instruction, guidance and research. Student records are classified into the following three categories: (1) Directory Information, (2) Progress Records, (3) Behavior Records. Generally, student records remain confidential and are not subject to release without the written permission of an adult student or the parents or guardian of a minor student. One notable exception relates to certain types of information included in the directory information category. It is the intent of the Ripon Area School District to make available and release the following personally identifiable information contained in a student's education record without prior written consent unless the adult student or parent objects to such release.

- A. The student's name.
- B. The student's photograph.
- C. The student's major field of study.
- D. The student's participation in officially recognized activities and sports.
- E. The student's weight and height if a member of an athletic team.
- F. The student's date of enrollment and withdrawal.
- G. The student's degrees and awards.
- H. The name of the school most recently previously attended by the student.

Parents or adult students have two weeks to advise the building principal in writing of any or all of the above items which they refuse to permit the District to release.

The right to privacy and the protection of confidential information is a concern of the Ripon Public Schools. Anyone wishing more information on the student records policy should contact the building principal.

The District forwards records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer.

Unless a request for prior release approval is expressly communicated by September 1, 2010 in writing to the principal of a secondary school by a secondary school student or the student's parents or guardian, requests from military recruiters and other institutions of higher education for student contact information will be honored. The affected information subject to release includes the secondary students' name, address, and telephone number per provisions of the Federal ESEA "No Child Left Behind Act of 2001".