

**ST. FRANCIS SCHOOL DISTRICT**  
**4225 South Lake Drive**  
**St. Francis, WI 53235**

## **Student Records**

State and federal laws, as well as, School Board policy protect access to student records. Students' age 18 or older or the parents or guardians of minor pupils, or those they so authorize in writing, may review students' educational records. They also have a right to request a change in a record they believe is inaccurate or misleading. Such requests to review or revise student records shall be submitted in writing to the school principal.

The St. Francis School District may release, individually or as part of a directory, yearbook or sports program, directory data for students. Directory data includes: the pupil's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, awards received, and name of the school most recently attended.

An adult pupil or the parent or guardian of a minor pupil may request that the directory data not be released without prior consent. To ensure that directory data remain confidential, the school principal must be notified in writing by **September 22, 2010**. Such notifications should include the student's name, age, address, school and grade level, as well as, the parent/guardian's name, address and phone. Such notification must be given annually. Exclusion from the school directory is not the same as requesting that directory data remain confidential.

Adult students or the parents or guardians of minor pupils who transfer into the St. Francis School District have 14 days from the time of actual enrollment to submit the above notifications.

## **Military Recruiters**

In accordance with the "No Child Left Behind Act of 2001," school districts are required to provide military recruiters with students' names, addresses and telephone numbers unless the adult pupil or a parent/guardian has asked that such information not be disclosed without written consent, per the above regarding directory data.