

HAYWARD COMMUNITY SCHOOL DISTRICT

15930 W 5TH STREET ~ HAYWARD, WI 54843



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TO: Sawyer County Record

FROM: Craig Olson

RE: Legal Notice - Please publish August 31, 2022

DATE: August 24, 2022

HAYWARD COMMUNITY SCHOOL DISTRICT ANNUAL NOTICE – STUDENT RECORDS

The Hayward Community School District maintains records for each student attending school in the District. State and Federal law requires that the maintenance of such records assure confidentiality. Accordingly, the following shall apply in the District.

- An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established District procedures. The District will respond to such request without unnecessary delay and in no case more than 15 days after the request is made. Copies of the District's student records procedures are available upon request at the District Office, 15930 W 5th Street, Hayward, WI 54843. The regular office hours are 8:00 a.m. until 4:00 p.m.
- An adult student, or the parent(s) or guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate or misleading. Complaints regarding the content of student records may be made in accordance with established District procedures. Copies of the District's procedures are available upon request as outlined above.
- An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal law authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational or safety interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility. The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.
- An adult student, or the parent(s) or guardian(s) of a minor student has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Further, the Board of Education has designated the following student record information as directory data: student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student. This information may be disclosed to any person UNLESS the adult student, or parent/guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent/guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after the opening of school or receipt of this notice.