ELMBROOK SCHOOLS
School District of Elmbrook

PERMISSION TO RETAIN STUDENT RECORDS

Indicate your record retention choice by initialing only the appropriate box in Section II, III, or IV. Sign, date, and return to the guidance office.

Student's Name_____ Date_____
School Last Attended: _____

I. MAINTENANCE OF PROGRESS RECORDS - 60 YEARS (Does not require written permission below)
Per Wisconsin Statute 118.125(3) and Elmbrook Board of Education Policy, progress records shall be maintained on microfilm or in electronic format for all students for 60 years after they cease to be enrolled in the District:

Definition of progress records:

- Directory data information
- Record of courses taken
- Grades
- Attendance data
- Record of co-curricular activities
- Immunization records
- Any lead screening records

II. MAINTENANCE OF BEHAVIORAL RECORD FILE - 5 YEARS (Requires written permission)
Wisconsin Statute 118.125(3) and Elmbrook Board of Education Policy require that student records, excluding student progress records (see above), are to be destroyed one (1) year after the student leaves the school district unless authorization is granted to maintain them.

Definition of behavioral records

- Standardized test records including ACT and SAT results
- Discipline records
- Physical health records
- Law enforcement records
- Special education records

It may be appropriate that these records be maintained for 5 years for students who have received Special Education services. The maintenance of these records is generally **not suggested** for all students.

❑ I give permission for the School District of Elmbrook to maintain the Behavioral Records listed in Sec. II for five (5) years. **This is only suggested for students who have received Special Education services.**

III. MAINTENANCE OF STANDARDIZED ACHIEVEMENT TESTS INCLUDING ACT and SAT RESULTS -- FIVE (5) YEARS (Requires written permission)

The maintenance of these records is **generally suggested for all students.**

❑ I give permission for the School District of Elmbrook to maintain Standardized Achievement Tests including ACT and SAT results listed in Sec III for five (5) years. **This is suggested for all students**.

IV. DENY PERMISSION TO MAINTAIN SCHOOL RECORDS LISTED IN SECTIONS 11 and III.

❑ I do not give permission for the School District of Elmbrook to maintain records listed in sections II and III. **Not suggested for any student.**

Signature of Parent/Eligible Student_____ Date_____