

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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RELEASE OF STUDENT'S PERSONAL INFORMATION

In the interest of privacy for the students and families of the Port Washington-Saukville School District, the District has set up limitations and protocol for what information can be released and to whom it can be forwarded. Federal Law dictates that some information must be provided to various governmental entities.

The following criteria are set up by grade levels, and each school building administrator shall follow these criteria.

Kindergarten through Eighth Grade:

Students' personal information will only be released with parent/guardian consent.

High School:

Only the student's name, address, and telephone number will be given to authorized agencies as outlined by federal law, and to entities who will forward career related opportunity information. A student may opt out of receiving either or both types of information by filling out the waiver form, illustrated below, and returning it to the high school office. Parents of minor students have the opportunity to use the same form to exclude their child from receiving information. The parent of a minor student may override their child's choice of restrictions until turning 18. A copy of this form, also illustrated below, can be obtained by contacting the high school office.

The form will be available through the Port Washington High School Student Handbook, published in the first parent newsletter of the year, and online through the District Web site: www.pwsd.k12.wi.us. If a card expressing limitations is on file at the high school, the restrictions will stay in effect until a new signed card is on file.

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Release of Student Information Restrictions

PWHS Student's Name

Birth Date

Grade

Please **do not** send information regarding the above
Student pertaining to:

- ☐ Further career opportunities including the armed forces.
☐ Armed forces recruitment

Parent or Student (If over 18) Signature

Parent Name

Office use only

Date Submitted

Initials

Override of Student Opting Out of Information Release

PWHS Student's Name

Birth Date

Grade

Even though my child has requested to not have personal
information released, please release the information
relative to:

- ☐ Further career opportunities including the armed forces.
☐ Armed forces recruitment
☐

Parent or Student (If over 18) Signature

Parent Name

Office use only

Date Submitted

Initials

Adopted: 5/31/06