



School District of Menomonee Falls

MENOMONEE FALLS, WISCONSIN 53051

ADMINISTRATIVE OFFICES
PUPIL SERVICES DEPARTMENT

W156 N8480 PILGRIM ROAD
(262) 255-8442 FAX (262) 250-6494

SCHOOL DISTRICT OF MENOMONEE FALLS CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND ACTIVITIES

The School District of Menomonee Falls is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year: **Annually the district conducts developmental screening of preschool children.** The school district offers developmental screenings four times during the school year. Each child's communication, pre-academic, motor, and social skills are screened. The child's vision and hearing are also checked. This information is used to provide the parent with a profile of their child's current development and to offer suggestions for follow-up activities. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by the Individualized Education Program (IEP) team. Screening dates are advertised in all school buildings and in the local newspaper. For more information, please call the Pupil Services Office at (262) 255-8442. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil