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|  <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p> | DAI Policy #: 309.55.06 | Page 1 of 3 |
| | Original Effective Date: 01/19/18 | New Effective Date: 12/21/20 |
| | Supersedes: 309.55.06 | Dated: 01/19/18 |
| | Administrator's Approval: Makda Fessahaye, Administrator | |
| | Required Posting or Restricted: <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted | |
| Chapter: 309 Resources for Inmates | | |
| Subject: Notice of Rights Under the Family Educational Rights and Privacy Act | | |

POLICY

The Division of Adult Institutions shall maintain compliance with all state and federal student record and related confidentiality requirements.

REFERENCES

Wisconsin Statutes s. 118.125

Individuals with Disabilities Education Act, Part B, 34 C.F.R.300.612

Family Educational Rights and Privacy Act, 20 U.S.C. s. 1232g, 34 C.F.R. s. 99.7

DAI Policy 309.55.03 – Adult Basic Education

DAI Policy 309.56.01 –Technology

DEFINITIONS, ACRONYMS AND FORMS

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

DOC-2828– Family Educational Rights and Privacy Act Annual Notice Acknowledgement

DOC-2828S – Family Educational Rights and Privacy Act Annual Notice Acknowledgement SPANISH version

FERPA – Family Educational Rights and Privacy Act

LEA – Local Educational Agency

PII – Personally Identifiable Information

POC-0092 - Wisconsin Department of Corrections Notification of Rights under FERPA for Secondary and Postsecondary Institutions

POC-0092S – Wisconsin Department of Corrections Notification of Rights under FERPA for Secondary and Postsecondary Institutions – SPANISH version

PROCEDURE**I. Requirements**

- A. Under FERPA, the LEA shall provide annual notice to students enrolled in adult basic education or a postsecondary education of their rights under

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FERPA, including the right to consent to the disclosure of PII in their education records.

- B. The Education Director/designee shall update the DOC-2828 annually for the duration of the student's enrollment in an LEA and retain it in the institution Student Education File.
1. To update the DOC-2828 and meet the notice requirements of FERPA Education Directors/designee shall, annually, by the first business day of August:
 - a. Post a copy of POC-0092 and POC-0092S on LEA bulletin boards and/or in areas in the LEA which are visible by students.
 - b. Distribute a copy of POC-0092 or POC-0092S to each student at the LEA.
 - c. Ensure the inmate signs the DOC-2828.
 - d. If the inmate refuses to sign the DOC-2828 after being informed of the Acknowledgement of Notice, the Education Director/designee shall document the refusal on the DOC-2828.
 - e. Add a note in COMPAS indicating the DOC-2828 was signed and saved in the inmates education file.
- C. Upon completion, the DAI Education Director/designee shall update and post the POC-0092 and POC-0092S on the DOC public website.

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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| Facility: Name | | |
| Original Effective Date: | DAI Policy Number: 309.55.06 | Page 3 of 3 |
| New Effective Date: 00/00/00 | Supersedes Number: | Dated: |
| Chapter: 309 Resources for Inmates | | |
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| Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation | | |
| Warden's/Center Superintendent's Approval: | | |

REFERENCES**DEFINITIONS, ACRONYMS AND FORMS****FACILITY PROCEDURE**

II.

- A.
- B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
- C.

III.

IV.

RESPONSIBILITY

- I. Staff
- II. Inmate
- III. Other