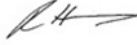
 <p style="text-align: center;">WISCONSIN DEPARTMENT OF CORRECTIONS Division of Juvenile Corrections</p> <p style="text-align: center;">Policy and Procedure</p>	EFFECTIVE DATE 10/12/2020	PAGE NUMBER 1 of 2
	DJC POLICY # 300.06.01	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision Original Date: 12/15/2003
	ORIGINATED BY Ron E. Hermes, Administrator X  Date Signed: 10/12/2020	
DISSEMINATION <input type="checkbox"/> All Staff <input type="checkbox"/> Restricted from Printing <input checked="" type="checkbox"/> Facilities <input type="checkbox"/> Field Offices <input type="checkbox"/> Health Services	<input checked="" type="checkbox"/> Guidance Document	<input type="checkbox"/> Additional Competency Required
		REPLACES POLICY IMP 19
SUBJECT: Notification of Rights Under the Family Educational Rights and Privacy Act		

Purpose

The Division of Juvenile Corrections (DJC) shall maintain compliance with all state and federal student record and related confidentiality requirements.

Policy

DJC shall notify parents and students age 18 and over annually of their rights under the Family Educational Rights and Privacy Act (FERPA), including the right to consent to the disclosure of personally identifiable information in their education records.

References

Wis. Stats. § 118.125 Wisconsin Statutes – Pupil Records

Family Educational Rights and Privacy Act - 20 U.S.C. s. 1232g, 34 C.F.R. s. 99

Definitions, Acronyms, and Forms

DJC – Division of Juvenile Corrections

DPI – Department of Public Instruction

FERPA – Family Educational Rights and Privacy Act

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 in Spanish

Notification of Rights Under the Family Educational Rights and Privacy Act	EFFECTIVE DATE 10/12/2020	PAGE NUMBER 2 of 3
--	------------------------------	-----------------------

Procedures

I. Dissemination of the FERPA Notice

- A. A copy of the POC-0092 DOC Notification of Rights Under FERPA will be included in the admissions packet provided to the parents/guardians of any newly-enrolled students as well as to any newly-enrolled student age 18 and over.
- B. Each school's admissions packet will include the FERPA notice (POC-0092 or POC-0992S for Spanish speakers), along with the name of the school's contact person, the school's address, and telephone number.
- C. At intake, if it becomes apparent that the student's parent/guardian has limited English proficiency, the DJC school will match the FERPA notice sent to the parent to the language spoken by the parent.
- D. By October 15th of each year, the FERPA notice in English and Spanish (DOC-0092 and POC-0092S) will be posted on school bulletin boards and other areas accessible and clearly visible to any student age 18 and over.
- E. The FERPA notice (POC-0092 and POC-0092S) will be placed on the DJC internet and intranet sites, and posted in an area easily viewable inside the school where parents/guardians of DJC students and students over age 18 are able to view it.
- F. The POC-0092 and POC-0092S will be placed in the school handbook or other similar summary of policies and services which is available to parents/guardians of students and students over the age of 18.

cc: Office of the Secretary
DJC Leadership Team

Notification of Rights Under the Family Educational Rights and Privacy Act	EFFECTIVE DATE 10/12/2020	PAGE NUMBER 3 of 3
--	------------------------------	-----------------------

Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region:	
DJC Policy Number: 300.06.01	
Subject: Notification of Rights Under the Family Educational Rights and Privacy Act	
New Effective Date: 10/12/2020	Original Effective Date: 12/15/2003
Will Implement: <input type="checkbox"/> As Written <input type="checkbox"/> With following procedures for facility implementation	
Superintendent's/Regional Chief's Approval:	

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

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

II.

III.

RESPONSIBILITY

I. Staff

II. Youth

III. Other