

PERMISSION TO RETAIN BEHAVIOR RECORDS
(Please complete one form for each child in your family.
For questions, please call Ellen Krueger at 448-2284.)



**Green Bay Area
Public School District**
Engagement. Equity. Excellence.

Student's Name	Student's Date of Birth

Wisconsin state law governs student records, their confidentiality, and their maintenance and destruction. Wis. Stat. § 118.125(3) requires that “behavioral” records be destroyed one year after a student ceases to be enrolled in a school, unless permission is granted in writing to maintain them for a longer period of time.

Wis. Stat. § 118.125(1)(a) defines “behavioral records” as follows:

“Behavioral records” means those pupil records that include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil's behavior, tests relating specifically to achievement or measurement of ability, the pupil's physical health records other than his or her immunization records or any lead screening records required under s. 254.162, law enforcement officers’ records obtained under s. 48.396(1) or 938.396(1)(b)2. or (c)3., and any other pupil records that are not progress records.

Please note that if a student leaves the Green Bay Area Public School District (GBAPSD) and the new school requests his or her records, all the records will be provided to the new school as the law requires, even if this form is in the student’s cumulative records. Nevertheless, it is highly recommended that the “Permission to Retain Behavior Records” is on file with GBAPSD for each student. This will ensure that any behavioral records will be kept for up to five years after the student leaves GBAPSD and will be available in case the student returns to GBAPSD. If this form is not on file, behavioral records will be destroyed one year after the student leaves GBAPSD. Keeping behavioral records on file for more than one year will help school staff provide necessary services to a student if he or she returns to GBAPSD more than a year later.

Parents/guardians or adult students who choose to maintain behavioral records as described above must give their written permission to the Green Bay Area Public School District.

I, the undersigned, hereby request and authorize the Green Bay Area Public School District to retain behavioral records as described in this form for up to five years after ceasing to be enrolled in the District.

 Signature of parent/guardian or adult student
 Print Name: _____

 Date

Please return this form to your child’s school or to the District’s Central Registration.