

## Chapter SPS 407

### RECORDS

SPS 407.01 Student records.  
 SPS 407.02 Records retention.  
 SPS 407.03 Transcripts.

SPS 407.04 Change in status.  
 SPS 407.05 Access to records.

**Note:** Chapter EAB 7 was renumbered Chapter SPS 407 under s. 13.92 (4) (b) 1., Stats., Register November 2017 No. 743.

**SPS 407.01 Student records.** A school shall keep records of attendance, progress and grades. A school shall periodically report progress to each student.

**History:** Cr. Register, October, 1997, No. 502, eff. 12-1-97.

**SPS 407.02 Records retention.** Each school shall maintain, for a minimum of 6 years from graduation or last date of attendance, student records that shall include at least the following:

(1) A copy of the enrollment agreement and other instruments relating to payment for educational services.

(2) Student information, including student name; permanent or other address at which the student may be reached; records relating to financial payments and refunds; and, record of attendance.

(3) Date of completion or termination and the reason(s) thereof.

(4) Record of any student grievance and subsequent resolution.

**History:** Cr. Register, October, 1997, No. 502, eff. 12-1-97; CR 02-135: am. (intro.) Register April 2003 No. 568, eff. 5-1-03.

**SPS 407.03 Transcripts.** Each school shall provide upon request a transcript to the student who has satisfied all financial obligations currently due and payable to the school. A school shall permanently retain original transcripts for all students. The transcript must provide at least the following:

(1) Name of the student.

(2) Title of the program, including total number of credit or hours of instruction received and dates of enrollment.

(3) Grade record for each course, lesson or unit of instruction and the cumulative grade for the program.

(4) Explanation of the grading system on the transcript.

**History:** Cr. Register, October, 1997, No. 502, eff. 12-1-97; CR 02-135: am. (intro.) Register April 2003 No. 568, eff. 5-1-03.

**SPS 407.04 Change in status.** (1) In the event of merger, consolidation, change of ownership, or dissolution of a school, the school owner or designee shall:

(a) Notify the department at the time the decision is made to merge, consolidate, sell, or close, but at a minimum, seventy-two hours before such action.

(b) Submit a plan to provide for the retention and disposition of records. If necessary, the department may seize the records and negotiate for assignment of said records to another school or agency.

(c) Provide a record of the names, addressees and financial records of students currently enrolled whose programs have not been completed.

(d) Surrender the SPS license.

(2) In the event it appears that the official records of a school discontinuing its operation are in danger of being destroyed, secreted, mislaid or otherwise made unavailable, the department may seek a court order to take possession of the records.

**History:** Cr. Register, October, 1997, No. 502, eff. 12-1-97; **correction in (1) (a), (b), (d), (2) made under s. 13.92 (4) (b) 6., Stats., Register November 2017 No. 743.**

**SPS 407.05 Access to records.** The department shall maintain and make available records in its possession in accordance with retention and disposition authorization procedures established by the public records board and the federal family educational rights and privacy act (FERPA) of 1974 under 34 CFR Part 99.

**History:** CR 02-135: cr. Register April 2003 No. 568, eff. 5-1-03.