



Annual Notices Information

Numerous state and federal laws require school districts to provide notices to students, parents, and/or the public. The attached chart lists state and federal laws and regulations that require districts to provide notice of a policy, procedure, or form. These notices vary as to when they must be provided; however, many notices must be provided at the beginning of the school year. While many of these notices have been around for years, the requirements of the notices occasionally are changed or new notices are added. Many of the federal agencies or Wisconsin's Department of Public Instruction have created "model" notices or provide information useful to creating notices that could easily be tailored to meet each district's individual needs.

The attached chart identifies:

- The subject matter of the notice required;
- The legal source of the notice;
- A statement about what is required in the notice; and
- How and when the notice must be communicated.

Some notices must be published in the newspaper while others must be published in a district newsletter, website, a handbook, by another method or a combination of methods. Many laws do not specifically state how notices must be distributed; however, almost all laws require the notice to be published annually in some fashion. Where the law or regulation specifies the timing of the notice, it is listed in the chart. The notices required before students return to school are listed with the notation "Mid-August."

We hope you find this chart useful and can use it as a checklist against the notices you provide. While we have attempted to be complete, not all required notices may be listed. Importantly, you should know the chart does not include any employment notices required by state or federal law.

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Required Annual Notices	Law	Publishing Requirement	Newspaper	District Newsletter	Website Post	Mailed to Parents	Student-Parent Handbook	Registration Day	Form - Unspecified
Student Non Discrimination & Discrimination Complaint Procedures	Wis. Admin. Code § PI 9.05	This must be a Class 1 legal notice (one insertion) published in a newspaper. Student nondiscrimination statements must also be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities. The complaint procedure must also be included in student and staff handbooks. Must include the name and address of employee designated to handle discrimination complaints and procedure.	Mid-August	Mid-August			Mid-August		
Student Religious Accommodations	Wis. Stat. § 115.28(31); Wis. Admin. Code § PI 41.04(1)(a)	Many school districts include this information in their annual student nondiscrimination notice; if it is not included in the nondiscrimination notice, both the notice and the complaint procedure must be published separately. Requires annual written notification to all pupils, the parent or guardian of minor pupils, and instructors of the rules and complaint							Annually
Student Attendance	Wis. Stat. §§ 118.15(1)(f), 118.16(4)(d), 118.51(11); Wis. Admin. Code § PI 36.09(2)	Parents of prospective open enrollees must be informed of habitual truancy policy if habitual truancy is a reason for revoking open enrollment. Notice must be given at same time open enrollment applications are provided. The Students must also be given a copy of established attendance policies. The school attendance officer shall notify the parent or guardian of a child who has been truant of the child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice may be made by personal contact, 1st class mail, or telephone call of which a written record is kept, except that notice by personal contact or telephone call shall be attempted before notice by 1st class mail may be given.							Before the end of the 2nd school day after receiving a report of an unexcused absence.
Student Attendance; Habitual Truancy	Wis. Stat. §§ 118.15(1)(f), 118.16(4)(d), 118.51(11); Wis. Admin. Code § PI 36.09(2)	The school attendance officer shall notify the parent or guardian of a child who is a habitual truant, by registered or certified mail or by 1st class mail, when the child initially becomes a habitual truant. The school attendance officer may simultaneously notify the parent or guardian of the habitually truant child by an electronic communication. The notice shall include all of the following: (1) A statement of the parent's or guardian's responsibility to cause the child to attend school regularly; (2) A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk; (3) A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time and place for the meeting and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting shall be within 5 school days after the date that the notice is sent, except that with the consent of the child's parent or guardian the date for the meeting may be extended for an additional 5 school days; (4) A statement of the penalties that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly.							When stated conditions are met
Use or Possession of Electronic Communication Devices	Wis. Stat. § 118.258(2)	Must be provided annually to each student in the district.							Annually
Student Bullying	Wis. Stat. § 118.46(2)	Provide to students and parents annually.							Annually
Student Locker Searches	Wis. Stat. § 118.325	Copy of policy must be provided to students annually.							Annually

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Student Records	20 U.S.C. § 1232g; 34 C.F.R. Part 99	Requires school districts to provide annual notice of student and parent rights regarding student records.							Annually
Recruiter Access to Students / Records	Section 8528 of the ESEA, as amended by the ESSA [20 U.S.C. § 7908]	May be provided as part of the directory data notice and must notify students and parents of secondary school students under the age of 18: (1) that the secondary (high school) student or parent of the student may submit a written request to the district that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent; and (2) that the district must comply with such request.							Not required annually. May be included with annual student records notice.
Student Privacy	20 U.S.C. § 1232(h)	Annually at the beginning of the school year.							Mid-August
Virtual Charter School Notice	Wis. Stat. § 118.40(8)(f)	Must inform parent/guardian of each student in writing of the following information: (1) the names of the members of the school board that contracted for the establishment of the virtual charter school and the administrators of that school district, and how to contact them. (2) The names of the members of the virtual charter school's governing body, if different than the persons in item (1) above, and how to contact them. (3) The names of the members of the virtual charter school's parent advisory council, and how to contact them. Each virtual charter school is required to have a parent advisory council that meets on a regular basis. (4) The names of the staff of the virtual charter school, and how to contact them.							Mid-August
Human Growth and Development Instruction	Wis. Stat. § 118.019(3)	Annually provide to each parent of a pupil in the district an outline of the curriculum at the pupil's grade level, information regarding how a parent may inspect the complete curriculum and instructional materials and an explanation of the exemption under the statute.							Annually
Special Education Programs	Wis. Stat. §§ 115.77(1m)(a), (h), 115.777(3)(d), 115.792, 115.80; 34 C.F.R. § 300.612	Annually publish the "child find" notice and "regularly publicize information regarding [the district's] special education procedures and services; annually publish notice to parents and individuals required to make referrals; the first notice can be placed on the district's website; the second must be published.							Mid-August
Special Needs Scholarship Program	Wis. Stat. § 115.7915(5)	Notify parent/guardians of each child with a disability of new Special Needs Scholarship Program (private school voucher program), beginning in 2016-2017. A district may be able to combine this notice with other notice obligations, including annual notices of educational options.							Annually
Title I Parent and Family Engagement	Section 1116 of the ESEA, as amended by the ESSA [20 U.S.C. § 6318]	Distribute to parents and family members of participating children a written parent and family engagement policy.							The engagement policy must be periodically updated to reflect the needs of families and subsequently distributed in written form.

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Title I Programs; Notice Related to Professional Qualifications of Teachers and Paraprofessionals	Section 1112(e)1A of the ESEA, as amended by the ESSA [20 U.S.C. § 6312(e)1A]	Notify parents of their parent and family engagement policy. Notify the parents that they may request and obtain information regarding the professional qualifications of their child's classroom teachers. Parents who request teacher and/or paraprofessional qualification information must be provided the information in a timely manner, in a uniform format (including alternative formats requested), and, to the extent possible, in a language the parents can understand.							Mid-August
Notice Related to Professional Qualifications of Teachers and Paraprofessionals for Schools Receiving Title I Funds	Section 1112(e)1B(ii) of the ESEA, as amended by the ESSA [20 U.S.C. § 6312(e)1B(ii)]	Schools receiving Title I funds are required by the ESSA to provide timely notice to each parent of a child who is a student in such school when their child has been assigned to, or taught for 4 or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. Also see Student Assessment information below.							When stated conditions are met
Programs for English Language Learners	Section 1112(e)(3)(A) of the ESEA, as amended by the ESSA [20 U.S.C. § 6312(e)(3)(A)]	Only required if the district receives federal funds to provide a language program to children with limited English-speaking proficiency.							No later than 30 days after beginning of school year
Education of Homeless Children and Youth	42 U.S.C. § 11431 et seq. [McKinney-Vento Act]	Inform school personnel, service providers, advocates working with homeless families, the parents or guardians of homeless children and youth, and homeless children and youths of the duties of the local liaison for homeless children and youths. Communicate specific information to parents and guardians of homeless children and youth, an unaccompanied youth as they are identified.							Annually and when stated conditions are met.
Meningococcal Disease Information	Wis. Stat. § 118.07(3)	Annual notice required for students/parents of students in grades 6 through 12.							Annually
Notice of Suicide Prevention Resources	Wis. Stat. § 115.365	Annual notice to staff required; see model notice at http://sspw.dpi.wi.gov/sites/default/files/imce/sspw/pdf/spmodelnotice2015.pdf .							Annually
Asbestos Management Plan Notification	40 C.F.R. § 763.93(g) [Asbestos Hazard Emergency Response Act (AHERA)]	Annual notice required to parents and teachers and employee organizations.							Annually
School Performance Report	Wis. Stat. § 115.38(2)	Parent/guardian of each student must be notified of their right to request a school and school district performance report by January 1 of each year.							By 1 Jan
Student Safety Concerns		See Student Bullying							Annually

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Asbestos Notification	40 C.F.R. § 763.93(g) [Asbestos Hazard Emergency Response Act (AHERA)]	Annual notice required to parents and teachers.							Annually
Indoor Environmental Quality Management Plan	Wis. Stat. § 118.075(4)(c)	Each school board shall provide a copy of the plan implemented to any person upon request.							Upon request
Divorced or Separated Parents	N/A	None, other than local policy.							Mid-August
Program and Curricular Modifications	Wis. Stat. § 118.15(1)(f)	Annually, parents must be given notice of their right to ask for curriculum modifications and the decision-making process used to respond to such requests.							Mid-August
Directory Information	Wis. Stat. § 118.125(2)(j)	Annually at the start of the year.							Mid-August
Mandatory Reporting	Wis. Stat. § 118.07(5)	Schools are required to make sure that all of their staff have the required mandatory reporting training							Mid-August
Equal Educational Opportunities	See Student Non Discrimination & Discrimination Complaint Procedures	See Student Non Discrimination & Discrimination Complaint Procedures	Mid-August	Mid-August			Mid-August		
Notice of Rights: Family Educational Rights and Privacy Act	See Student Records	See Student Records	See Student Records			Mid-August			
Medical Guidelines	None, other than local policy.	None, other than local policy.							Mid-August
Medical Forms	None, other than local policy.	None, other than local policy.							Mid-August
Immunizations	Wis. Stat. § 252.04(5)(a)	Notices must be sent to parents whose children are behind on their immunizations or for whom no record of immunization exists. See https://www.dhs.wisconsin.gov/publications/p4/p44545.pdf .							Mid-August
Bullying, Cyberbullying, Hazing and/or Harassment	Wis. Stat. § 118.46(2)		Provide to students and parents annually.						
Civil Rights Policy Statement of Compliance with Federal Law	34 C.F.R. §§ 100.6(d), 100.9, 104-8, 108-9, 110.25; 28 C.F.R. § 35.106	In accordance with the Title IX and Section 504 regulations, notification may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school or its students, publishing in alumni newspapers or magazines or distributing memoranda or other written communications to students and employees. In addition, recipients are required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.	Mid-August	Monthly					

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Youth Options Program	Wis. Stat. § 118.55(8)	See Notice of educational options, accountability report, pupil assessments.							
Use of Video Cameras on School Buses	N/A	None, other than local policy.							
Free and Reduced Lunches	Child Nutrition Act of 1966 and subsequent laws (administered by USDA)	Parents and guardians must be provided annually with letter/notice of nutrition programs offered in the district. A copy of the application form must be provided with the letter/notice. This can be provided in any way the district deems fit EXCEPT it cannot simply be set out for pick up. Prototype letters and the application forms can be found at http://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals .		Mid-August			Mid-August		
Dress Code	N/A	None, other than local policy.							Mid-August
Mission Statement	N/A	None, other than local policy.							Mid-August
Office Hours	N/A	None, other than local policy.							Mid-August
Electronic Communication Devices	Wis. Stat. § 118.258(2)	Provide to each student annually.							Annually
Notice of educational options, accountability report, pupil assessments	Wis. Stat. § 118.57(1) (New as of 2015 budget bill)	By January 31 of each year, district must publish as a Class 1 notice and post on its website notice of educational options for public schools, charter schools and certain private schools in the district. Must include the most recent performance category assigned to each school within the school district boundaries on the school and school district accountability report, and inform parents/guardians that the full school and school district accountability report is available on the district's internet site.	By 31-Jan	By 31-Jan					
Copy of Accountability Report, list of educational options	Wis. Stat. § 115.385(1m)(4) (New as of 2015 budget bill)	Annually, (no date specified) schools shall provide to parents and guardians a copy of the school accountability report. Each school shall simultaneously provide to the parent or guardian of each pupil enrolled in the school a list of the educational options available to children who reside in the pupil's resident school district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, youth options, course options, and options for pupils enrolled in a home-based private educational program. As a practical matter, districts should do this the same time as the notice under § 118.57(1). DPI suggests that if districts inform parents in the § 118.57 notice how to access the accountability report and the list of educational options through the DPI website, districts have complied with § 115.385(4). http://dpi.wi.gov/sites/default/files/imce/administrators/e-mail/ed-options-info.pdf			Annually. For practicality, by January 31. Prominently display a link to most recent accountability report on home page within 30 days after the DPI publishes the report.				

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Meal Charge Policy	USDA Guidance SP 23-2017, available at https://fnsp.prod.azureedge.net/sites/default/files/cn/SP23-2017os.pdf (New as of 2017)	Meal charge policy must be communicated in writing to all households at the start of each year, no specific method of distribution required, guidance suggests putting in student handbooks if provided to parents annually, or placing in "back to school" packets with registration materials; or including written policy when using existing notification methods to inform families about applying for free or reduced price meals (website posting is not enough). Policy must include: information on availability of reimbursable school meals; information about applying for free/reduced meals, including eligibility guidelines; how district will handle situations where children that are eligible for free/reduced meals do not have money in their account or in hand to cover the cost of meal (and explain that money in hand is to be used to pay for a meal, not pay off back debt); must include policy regarding the collection of delinquent meal charges.					Mid-August	Mid-August	
School Wellness Policy	7 C.F.R. § 210.31 (New as of July 2016)	Every three years, the district must assess its compliance with the district's wellness policy and make the assessment results available to the public in an accessible and easily understood manner. This assessment must include the extent of the district's compliance with its own wellness policy; the extent to which the policy district's policy compares to model wellness policies, and a description of the progress the district has made toward meeting the goals of the district's wellness policy.							Every three years
Student Academic Standards	Wis. Stat. § 120.12(13)(a)	Notify the parent/guardians of students enrolled in the school district of the student academic standards that will be in effect for the school year. Must be provided annually, prior to the beginning of the school term. It may be provided electronically, including by posting the notice or a link to the specific academic standards on the school district's website.							Mid-August
Student Academic Standards and School Board Student Assessments	Wis. Stat. § 120.12(13)(b) Wis. Stat. § 118.30(1m)(d)	School board must include an item on the agenda of the first school board meeting of the school year (after July 1) that clearly identifies the student academic standard that will be in effect for the school year. Notify the parents that they may request information regarding any state or local school district policy regarding student participation in any assessments mandated by law and by the district. Required to annually publish information on the district's internet site about the state required 4th, 8th, 9th, 10th, and 11th grade exams administered to students enrolled in the district.			Mid-August				Mid-August
Education for Employment Program	Wis. Admin. Code § PI 26.04(4)	Notice must inform parents of information and opportunities available under the program. School boards must publish district's long-range education for employment plan and newly required annual review report on website.			Annually-long range plan.				Annually
Academic & Career Planning Services	Wis. Admin. Code § PI 26.03(b)1	Inform parents each school year about what academic & career planning services their child received. Must also provide parents multiple opportunities during each school year to participate in their child's academic and career planning and update parents throughout the year about their child's career planning progress. Required of 6-12th grades.							Annually

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Protection of Pupil Rights Amendment	20 U.S.C. §§ 1232h(c)(2)(A), (c)(2)(B), (c)(2)(C)	<p>PPRA requires school districts to adopt a number of policies regarding surveys of students; instructional materials, physical examinations, personal information used for marketing, and the like related to students. At a minimum, districts will: (1) provide parents notice of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantive change is made to the policy; and (2) offer an opportunity for the parent to opt the student out of participation in an activity requiring notice.</p> <p>Activities requiring notice include the collection, disclosure, or use of personal information for the purpose of marketing or selling that information, the administration of surveys containing items described in 20 U.S.C. § 1232h(1)(B), any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.</p>							Annually at beginning of school year or timely when changes are made to policies.