



STUDENT AUTHORIZATION FOR RELEASE OF INFORMATION

(For official use only, not to be released to unauthorized persons)

I, _____, authorize
(Student Name)

_____, (referred to
(Training School Name)

hereafter as “the Training School”) to release to the Wisconsin Department of Justice, Training and Standards Bureau and/or its employees (collectively referred to hereafter as “the Bureau”) any and all academic records or information in the possession of the Training School related to my attendance, performance, achievement and all other aspects of my participation in any training courses and/or programs including, but not limited to, the academic records listed on the reverse side of this form, for the purpose of validating that the Training School and its students meet eligibility and certification standards established by the State of Wisconsin Law Enforcement Standards Board.

I also authorize the Bureau to disclose any or all of the information described in the preceding paragraph to any training school certified by the Law Enforcement Standards Board. Furthermore, in the event that I am employed by or have applied for employment with one or more law enforcement, jail and/or secure juvenile detention employers, I authorize the training school and/or the Bureau to disclose any or all of the information described in the preceding paragraph to such employers. I understand that this authorization will remain in effect until I rescind it by submitting a letter to the director of the Bureau and the director of the Training School’s preparatory law enforcement, jail and/or secure juvenile detention program specifying that I no longer wish to authorize access to my academic records or information.

Date

Signature - Full Name

**MINIMUM ACADEMIC RECORDS MAINTAINED ON
ALL STUDENTS IN PREPARATORY LAW ENFORCEMENT, JAIL AND
SECURE JUVENILE DETENTION OFFICER TRAINING PROGRAMS**

- Student rosters including enrolled student names and social security numbers.
- Attendance records.
- Student withdrawal/termination from training.
- Any incomplete or failed program.
- Documentation of any disciplinary or other problems and sanctions imposed.
- Staff evaluations of student performance.
- Disability accommodation requests and approval documentation.
- Exams and examination results, including scenarios and scenario evaluation results.
- Performance assessment tasks and performance assessment task results.
- Completed skills competency checklists for specific skills subjects.
- Board-approved student transcripts (DJ-LE-302, DJ-LE-307A, DJ-LE-307B, DJ-LE-308, DJ-LE-309 and DJ-LE-302A through DJ-LE-302J).
- Signed copy of the Law Enforcement Code of Ethics.
- Signed form attesting that the school's written rules, penalties and grievance procedures have been distributed, read and understood.
- Signed form attesting that the school's grading policy has been distributed, read and understood.
- Verification of a valid driver's license (law enforcement students).
- Copy of the *Verification of Employment Standards and Application for Certification* form (DJ-LE-303) and/or the *Notification of Officer Status Change* form (DJ-LE-303N), obtained from the employing agency (employed students).
- Completed copy of the *Application for Enrollment in Basic Law Enforcement, Jail and/or Secure Juvenile Detention Officer Training* (DJ-LE-327) (pre-service and college certification track students).
- Record of oral interview (pre-service and college certification track students).
- Results of criminal history records check (pre-service and college certification track students).
- Completed *Physician's Assessment* form (DJ-LE-332), or a form similar to DJ-LE-332, providing authorization by a licensed physician, physician assistant or nurse practitioner for student participation in training (pre-service and college certification track students).
- Copy of high school diploma or high school transcript showing attainment of a high school diploma; or copy of high school equivalency diploma (HSED) or copy of certificate of general educational development (GED). (pre-service and college certification track students)
- Official college transcript showing attainment of at least 60 fully-accredited college credits (pre-service law enforcement students).
- Completed copy of the *Birth Certificate Verification* form (DJ-LE-322), or a certified copy of the student's birth certificate (pre-service and college certification track students).