

STUDENTS

STUDENT RECORDS – Exhibit, Notification to Parents and Students of Rights Concerning a Student’s School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The Regional Office of Education will maintain two sets of school records for each student: a permanent record and a temporary record. The *permanent* record includes:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports
- Information pertaining to release of this record
- Honors and awards
- School-sponsored activities and athletics

The *temporary* record may include:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information
- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student’s education
- Information pertaining to release of this record

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

STUDENTS

STUDENT RECORDS – Exhibit, Notification to Parents and Students of Rights Concerning a Student’s School Records

- 1. The right to inspect and copy the student’s education records within 15 school days of the day the Regional Office of Education receives a request for access.**

Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the Building Administration (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Building Administrator will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. The Regional Office of Education may charge a fee per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5110-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).

- 2. The right to request the amendment of the student’s education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the ROE to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Administrator or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the ROE decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the ROE will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

- 3. The right to permit disclosure of personally identifiable information contained in the student’s educational records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

STUDENTS

STUDENT RECORDS – Exhibit, Notification to Parents and Students of Rights Concerning a Student’s School Records

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the ROE as an administrator, supervisor, instructor, or support staff member

(including health or medical staff and law enforcement personnel); a person or company with whom the ROE has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee. Such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the ROE discloses education records without consent to officials of another district in which a student has enrolled or intends to enroll as well as to any person as specifically required by State or Federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: 1) academic grades of their child, and 2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student’s school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Student records are reviewed every 4 years or upon a student’s change in attendance centers, whichever occurs first.

STUDENTSSTUDENT RECORDS – Exhibit, Notification to Parents and Students of Rights Concerning a Student’s School Records**5. The right to prohibit the release of directory information concerning the parent(s)/guardian(s) child.**

Throughout the school year, the ROE may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents’/guardians’ names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Administrator within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

- 6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual or any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the ROE to comply with the requirements of FERPA.**

STUDENTS

STUDENT RECORDS – Exhibit, Notification to Parents and Students of Rights
Concerning a Student’s School Records

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Approved: 07/01/01