

## STUDENTS

### STUDENT RECORDS – Directory Information

The Regional Office of Education is responsible for the acquisition, maintenance and administration of student records. It is the responsibility of the Regional Superintendent or his/her designee to standardize procedures for the collection and disbursement of student records in accordance with state and federal law and requirements.

While information filed in student records is accessible to the student, the student's parents/guardians, ROE personnel and other appropriate individuals in accordance with law, much of the material is classified as confidential information.

It shall be the policy of the ROE that formal student directories shall not be published. The ROE may make limited directory information (e.g., student's name, address, and gender) available to military and college/university recruiters. The ROE shall not release the above information for commercial purposes.

In order to assist graduates of the ROE's high school to plan class reunions, a computer printout of the final graduate list, indicating names and addresses, shall be generated and retained for future use. The individual(s) requesting the list of graduates shall provide the names, addresses, and telephone numbers of the reunion committee in order to permit verification of the reunion.

The ROE shall notify parents/guardians of this policy and provide parents/guardians with the opportunity to refuse to permit disclosure of the cited information. Parents/guardians shall have 14 calendar days after the first official day of school to notify the principal of the student's attendance center in writing that they object to the release of such information.

LEG. REF.: Ill. Rev. Stat., ch. 122, para. 50-6e (1983).  
Family Educational Rights and Privacy Act, 20 U.S.C., Sec 1230, 1232 (g)  
- (i) 1974.

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