

STUDENT RECORDS

Access to Records

Parents and their children are guaranteed access to the student records maintained by the school system, except parents who have an order of protection restricting access to student records. Parents or students desiring to see their records should request a building administrator to grant access to records. Access will be granted within 15 school days. School personnel will be available to help interpret record contents. No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.

Access to student records without formal written consent is limited to educational officials, persons authorized by state or federal law, any person for the purpose of research, parents whose children are under the age of 18 and students, unless court ordered or necessary for an emergency. Any school official may have access to student records in order to fulfill his or her professional responsibility in performing their official job duties. They are legally and ethically obliged to safeguard their confidentiality. Any school official with a legitimate educational interest may access student records if the access to the information is necessary for them to perform tasks related to their position. They cannot disclose the information to another party.

Upon request, School District U-46 intends to forward records on request, without consent from a parent/guardian, to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosed is for purposes of the student's enrollment or transfer.

Please note that 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 of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

Parents and Student May Also

1. Inspect and copy any portion of the record, at their expense (\$.20 per page);
2. Challenge the contents of the records;
3. Receive copies of records proposed to be transferred or destroyed; and
4. Inspect and challenge information proposed to be transferred to another school district.

Parents may challenge or seek amendment to a student's record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violating of the student's privacy rights. The District's policy provides for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record, the parent must contact the principal. Copies of the Illinois School Student Records Act, and district policies relating to school student records are available for review in the office of the school and the district superintendent. If you believe the District has violated or is violating the Student Records policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.

Disposal of Records

The following is the student record disposal policy approved by the State of Illinois:

1. Student Cumulative Records –

The permanent record consists of basic identifying information concerning the student (as per birth certificate or other legal document), his or her parents' names and addresses, the student's academic transcript, attendance record, accident reports, health record, high school test scores, and a record of release of this information. The permanent records will be retained for no less than sixty years after the student has transferred, graduated or otherwise permanently withdrawn from school.

The temporary record consists of all other records maintained by the District concerning the student. The temporary records will be destroyed entirely five years after the student has transferred, graduated or otherwise permanently withdrawn from the school. Parents may ask for these records before the disposal takes place. The files of 4th graders are cleaned out for elimination of out-of-date information prior to the transfer of students to the 5th grade, the files of 8th graders are cleaned out for elimination of out-of-date information prior to the transfer of students to the 9th grade, and the files of 12th graders are cleaned out for elimination of out-of-date information after they graduate.

2. Special Education Student Cumulative Records – The records will be disposed of five years after graduation or permanent withdrawal of the student. Parents may ask for information which may be of continued assistance to the student or a student may ask for the records if he/she has succeeded to the rights of the parent prior to the disposal of the records.

As a parent's right, a representative (means any individual whom the parent wants to include, e.g. neighbor, friend, etc.) has the full right of participation in educational planning meetings to which he/she is invited by the parents of handicapped students, including, but not limited to, IEP conferences, and multidisciplinary staffing conferences.

Student Directory Information/Publication of Student Photographs/Images/Work

Directory information includes the following: student's name, address, email; parents' name, address, phone numbers and email; birth date; gender; grade level; academic awards and honors; participation in school-sponsored activities; organizations and athletics; major field of study; and period of attendance in school. Directory information may be released to the general public upon request.

In addition, as required by law, District U-46 will provide the names, addresses telephone and email listings of students in grades 10-12 to military recruiters and representatives of institutions of higher education upon request.

Parents who request that directory information not be included in school publications or released to military recruiters and/or representatives of institutions of higher education should notify the school on an annual basis before the beginning of the school year.

Student photographs/images/work that does not contain individual identifying information about a student may be published on the District and school web sties or in district publications. Parents who do not want their student's photograph/image or work to be published in print, video or on the Web, should provide written notice indicating their request to the school on an annual basis within 14 days of registration.

Parents are advised that they cannot select specific items to be included or withheld. Opting out means that their student will not be included in the school student directory, activity or athletic programs, school newsletter, local newspaper articles, graduation, or vendor listings such as for class rings and graduation announcements.

YEARBOOK - Requesting my student to be excluded from Directory Information DOES NOT exclude the publishing of my student's name, portrait, works, or other photographs in the school yearbook. **Therefore**, parents who do NOT want their student's name, portrait, works, or other photographs to appear in the school yearbook should notify the school office in writing on an annual basis before the beginning of the school year.

- For more information, go to (105 ILCS 10/) Illinois School Student Records Act, Family Educational Rights and Privacy Act (FERPA) per 34 CFR 99.7 and 99.37.

[105 ILCS 10/ Illinois School Student Records Act](#)