

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

The *permanent record* includes:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident reports and health records
- Honors and awards received
- Information pertaining to release of this permanent record information
- Information concerning participation in school-sponsored activities and athletics

The *temporary record* includes:

- Family background information
- Completed Home Language Survey
- Information pertaining to release of temporary record information.
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
- Scores received on the Prairie State Achievement Examination and other state assessment tests
- Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6) as required by Section 2(f) of the Illinois School Student Record Act

The *temporary record* may also include:

- Intelligence and aptitude scores
- Psychological evaluation reports
- Participation in extracurricular activities
- Teacher anecdotal records
- Special education files
- Verified reports or information from non-educational persons, agencies or organizations
- Verified information of clear relevance to the student's education

Information in the temporary record will indicate authorship and date.

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans. Before collecting biometric information, the District shall obtain written permission from the person having legal custody of the student, and shall collect, store, transmit, and destroy student biometric information as set forth in Board Policy 7:340.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act ("ISSRA") afford parents/guardians and students over 18 years of age ("eligible

students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's permanent and temporary records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

The above rights shall be denied to any person against whom an order of protection has been entered concerning a student. Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection.

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 District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. Parents/guardians or eligible students can challenge the accuracy, relevance, or propriety of the contents of the records with the exception of 1) academic grades, and 2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are being forward to another school to which the student is transferring. Parents/guardians or eligible students should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians 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 control access and release of school student records and the right to request a copy of information released.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or ISSRA authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with current demonstrable educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any 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 current demonstrable educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school 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 these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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, provided that parents/guardians receive prompt written notice of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy, and challenge the contents of such records; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee members provided under Section 10/6(a)(10) of ISSRA; and the Department of Healthcare and Family Services as provided under Section 10/6(a)(11) of ISSRA.

The District shall grant access to, or release information from, student records to any person possessing a written dated consent, signed by a parent/guardian or eligible student stating to whom the records may be released, the information or record to be released, and the reason for the release. Whenever the District receives such a consent form (or a request for such a consent), the records custodian shall inform the parent(s)/guardian(s) or eligible student of the right to inspect and copy such records, to

challenge their contents, and to limit such consent to specific portions of information in the records.

5. 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. The permanent record shall be maintained for at least 60 years after the student graduates, withdraws, or transfers. The District shall maintain the student's temporary record for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of continued assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Building Principal is responsible for the maintenance, retention, or destruction of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy.

6. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

Throughout the school year, the District 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 parents/guardians or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of receipt of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

7. The right to inspect and challenge the information contained in a school student record prior to the transfer of the record to another school district, in the event of the transfer of the student to that district.

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

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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 DC 20202-4605

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February 27, 2006,
March 8, 2010



Notification to Parents and Student of Their Rights Concerning a Student's School Records. Board Policy 7:340 E-1

This notice is being provided to you at this time to be in compliance with current Board Policy and other State Regulations.

Please take some time to review this information and if you have any questions, please feel free to contact your local school or the Central Services Office.

Abraham Lincoln	630-790-6475
Benjamin Franklin	630-790-6480
Churchill	630-790-6485
Forest Glen	630-790-6490
Hadley Jr. High	630-790-6450
Central Service Office	630-790-6400