

## STUDENT RECORDS

Under the Illinois School Student Record Act of 1975, school districts must notify parents and students of their rights contained in this Act. Please read the following information carefully.

A parent/guardian or person designated as a representative may request to inspect, review, and copy the permanent or temporary records of their student by contacting the school office. The school or parent may have a qualified professional present to interpret the information contained in this record.

A parent shall have the right to challenge entries exclusive of the grades on the basis of accuracy and may request a change. Should the school refuse to change the record, the following hearing procedure will be followed:

1. An informal conference with the superintendent shall be provided within 15 days of request of the hearing.
2. If a satisfactory solution is not reached, a formal hearing before an impartial hearing officer will be held within 15 days of the informal conference. A recording of the hearing will be made by a recorder or court reporter.
3. The parent may appeal the hearing officer's decision to the Superintendent of the Educational Service Region. The Superintendent of the Educational Service Region shall examine the materials and render a decision to both the parents and the school district.

The law requires that a school district maintain two types of school records. Types of information contained in each are as follows:

1. Permanent records: The minimum personal information necessary to a school in the education of the student and contained in a school student record. This may include name, birthday, address, grades, grade level, parent's name and address, attendance records, gender, place of birth, class rank, graduation date, honors and awards, accident reports, health records, and the records pertaining to the release of any permanent records.
2. Temporary records: All information contained in a school student record but not contained in a student permanent record. This may include family background information, intelligence test scores, aptitude test scores, state assessment scores, etc.

The following people may receive information from student records without parent or guardian consent:

1. School personnel of the district with legitimate educational interest.
2. Other school districts upon enrolling the student and signed release by the parent for the records. The parent will have the opportunity to examine the records prior to the release to the new district.
3. Federal and state education officials for specified statutory purposes.
4. Compliance with a judicial order or subpoena. Parents will be notified.
5. Other persons with written consent of parent or guardian stating the material and reason for request.