

Student Records

School Student Record means any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regarding of how or where the information is stored. 105 ILCS 10/2(d).

Special Education Records means school records that relate to identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities under the Individuals with Disabilities Education Act.

The District maintains two types of records while a student is enrolled. Temporary records which include disciplinary information, special education records, test scores, psychological evaluations, honors, awards, and family background) are forwarded to a new school district with parent authorization or are maintained for a period of five years in the district office. A permanent record card (which includes student name/address, birth date, gender, parents' names/addresses, academic information, attendance, and medical info) is maintained for 60 years under state law.

School student records are confidential and information from them shall not be released other than as provided by law.

State and Federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. A student's parent/(s)guardian(s) are entitled to inspect and copy information in the student's school record. A student who is less than 18 years old may inspect or copy information in his or her permanent school record. 105 ILCS 10/5. A request to inspect or copy school student records shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 school days after the receipt of such a request. 105 ILCS 10/5(c).

Retention and Destruction of School Student Records

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(e). The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4/105 ILCS 10/4(f).

Transfers

Upon written request, a certified copy of the student's permanent and temporary record will be transferred to the official records custodian of the appropriate school. Temporary records not requested on a student will be held five years before being destroyed by the District as required by the Illinois School Student Record Act.