

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students and groups of students. Simultaneously, the Board recognizes the need to safeguard a student's privacy and restrict access to a student's records.

The Board is responsible for maintaining records of all students attending schools in this District. The student record is the legal record for each student who is attending or has attended schools within the District. All information contained in the student record must be factual, verifiable, and of a constructive nature. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by the Board will be compiled by District employees. The Board authorizes district personnel to request records from previous schools for students transferring into the district. However, no school shall refuse to admit or enroll a student because of that student's failure to present his/her student permanent or temporary record from a previously attended school.

The Board hereby authorizes collection of the following student records, in addition to information provided under Section 8.6 of the Abused and Neglected Child Reporting Act and other records required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests
 - 2. vocational preference inventories
 - 3. achievement tests
 - 4. standardized intelligence tests
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record

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- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

A social security number contained in the records of the District (student or employee) may not be disclosed or released by the District unless the record is specifically required by a State or Federal law or is ordered by a court.

Student records shall be available only to students and their parents, eligible students, designated school officials and personnel, who have a current, legitimate educational interest in the student for the furtherance of that interest, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other person(s) who has the primary responsibility for the student's care and upbringing. The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of age. The term "designated school officials and personnel" shall not include Board members, except in the case of hearings or appeals brought before the Board, in which case only those student records necessary for the complete resolution of the hearing or appeal shall be available to Board members.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order.

District personnel have a current, legitimate educational interest if s/he has instructional, supervisory, administrative, or educational duties, obligations, or rights imposed or granted to him/her by law with respect to such student; or the proper discharge of the duties, obligations, or rights imposed upon

him/her by law necessarily requires disclosure to him/her of such student records or the information contained therein; and such student records and the information contained therein are not used for any other purpose. The Board directs that reasonable and appropriate methods (including, but not limited to, physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interests.

The Board authorizes the administration to:

- A. forward student records on request from an official records custodian to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired or be given opportunity to inspect it, and have an opportunity for a hearing to challenge the content of the record;
- B. disclose "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child to appropriate authorities, with respect to reporting a crime committed by a student with a disability, and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. request each person or party requesting access to a student's record to abide by any State and the Federal regulations concerning the disclosure of information to a third party;
- E. provide representatives of the State and National Armed forces with directory information of students, grades 10 through 12, for the purpose of informing them of available educational and career opportunities;
- F. provide the Department of Public Aid information on applicants for free or reduced price lunches for the sole purpose of helping that Department identify and enroll children in the State Medical Assistance Program or the State Children's Health Insurance Program.

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Information will be provided in accordance with a written agreement between the school and the Department of Public Aid. Before any information is disclosed, the school will obtain written consent from the parent/guardian for the release of such information or will determine whether consent was provided by the parent/guardian on the application for free or reduced-price lunches.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than ten (10) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, capacity of requesting party, information disclosed, date of disclosure, and date parental/eligible student consent was obtained, and the name and signature of records custodian who authorized disclosure.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

Specifically prohibited, the School District may not provide a student's name, address, telephone number, social security number, e-mail address, or other personal identifying information to a business organization or financial institution that issues credit or debit cards.

DIRECTORY INFORMATION

Each year the Superintendent, or designee, shall provide public notice to students and their parents of its intent to make available to the public, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; electronic mail address; date and place of birth; photograph/video; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; date of graduation; awards received; or

- A. honor rolls;
- B. scholarships;
- C. telephone numbers only for inclusion in school or PTO directories.

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No image on a school security video recording shall be designated as directory information.

No student Social Security Number or student identification (ID) or unique student identifier can be designated as directory information.

The Superintendent, ~~for designee~~, shall also provide notice of the release of directory information to State and national Armed Forces.

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In the case of information released to representatives of the State and National Armed forces, directory information includes the student's name, address, and telephone number.

In the case of student photographs and video, the use of student photographs and video on School District websites will be regulated by District Web Site Policy 7540.02.

Parent(s), guardian(s), and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within thirty (30) days after receipt of the Superintendent's, ~~or designee's~~, annual public notice. In the case of representatives of the State and National Armed Forces, parent(s), guardian(s), and eligible students may prohibit the release of directory information by submitting their request in writing to the school prior to the end of the student's sophomore year, or in the case of a transfer student, within thirty (30) days of enrolling in the District.

Whenever parental consent is required for the inspection and/or release of a student's educational records or for the release of "directory information," either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent, ~~or designee~~, shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The District will not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent, ~~or designee~~, shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

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- A. inspect and review the student's educational records;
- B. request amendments if the record is inaccurate, misleading, or otherwise violate the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's educational records, except to unauthorized disclosures allowed by the law;
- D. file a complaint of District noncompliance with the Department of Education;
- E. obtain a copy of the District's policy and administrative guidelines on student records.

The Superintendent, ~~for designee~~, shall also develop procedural guidelines for the proper storage and retention of records including a list of the type of location of records and for informing District employees of the Federal and State laws concerning student records.

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No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

105 ILCS 10/1 et seq.
105 ILCS 5/10-20.5a
105 ILCS 5/10-20.37
105 ILCS 5/10-28
325 ILCS 5/8.6
23 Ill. Admin. Code Part 375
34 C.F.R. Part 99
20 U.S.C., Section 1232 f through 1232i (FERPA)
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act
26 U.S.C. 152
20 U.S.C. 7908

Adopted 12/11/2006
Amended 4/28/2008
Amended 5/27/2008
Revised 6/22/2015
[To Policy 2/27/2017](#)
[To Policy 4/24/2017](#)

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